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ABSTRACT

A project was undertaken to coordinate up-to-date staff professional development on a regional or state basis in the state of Wisconsin. An earlier study had recommended more specific information and hiring of a staff development coordinator. The "Coordination of Efforts in the Vocational, Technical, and Adult Education (VTAE) System for Specific Needs" survey was developed and administered to VTAE administrative and instructional staff members. Ten of 16 districts returned surveys. Project staff traveled to all but three districts to meet with staff development personnel. Articles and items were collected and published in the "ExChange" newsletter. Other activities included a business and marketing needs assessment, technical assistance, and a staff development workshop. Workshop participants identified common needs and offered suggestions for cooperation and coordination, including state and regional staff development consortia, communication technology, and linkages with technology and industry. Staff attended seminars at the Association for Supervision and Curriculum Development National Curriculum Study Institutes in Minneapolis, Minnesota. Recommendations were made regarding project continuation, advisory committee formation, newsletter continuation, expansion of the needs assessment, and support of statewide workshops. (Following the 15-page report are these appendixes: survey instrument; staff development responses matrix; correspondence; ExChange newsletters; needs survey and results; and workshop materials.) (YLB)

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Final Report

Research Project Conducted for Wisconsin Board of Vocational, Technical and Adult Education Dr. James Urness, Bureau Director

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VTAE Professional Development Project

June 30, 1990

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Center for Vocational, Technical and Adult Education
Professional Staff Development Coordination Project

FINAL REPORT

INTRODUCTION

Activity on the Staff Development Coordination Project began in early October. Orville Nelson and Howard Lee met with Lorayne Baldus and Mark Strohbusch to provide background information and to highlight the goals of objectives of the project. Sue Foxwell was interviewed regarding her work on the Statewide VTAE Staff Training Needs Assessment conducted from February to August of 1987. It was learned that the study provided much valuable information for the VTAE system. Recommendations in the study suggested that more specific data was needed. Also recommended was the hiring of a staff development coordinator to deal with technical training needs/workshops on a regional/state basis. The Stout Advisory Committee endorsed these recommendations. This project was written by Howard Lee at the Center for Vocational, Technical and Adult Education in February of 1989, and the project was funded to begin October 1, 1989.

PROJECT OBJECTIVES

The project proposal, when discussing background information and indicating the need for a coordinator position, stated the following:

a. The need to keep up-to-date with business and industry is an increasing problem for VTAE district personnel.

b. Professional needs of instructors and administrators have continued to increase with the rapid technological changes in business and industry.

c. Without up-to-date technical knowledge and professional development, staff innovation is stymied which ultimately affects curriculum and the graduates of the programs.

d. When viewing the sixteen VTAE districts many instances show lacking coordination, even though needs are the same or similar.

e. The 1987 Statewide VTAE Staff Training Needs Assessment study made evident many staff development needs found to be districtwide and some statewide. These were shared with the WBVTAE and with each district.

f. No systematic statewide coordination of the technical and professional inservice offerings was done as a result of the earlier study.

g. The 1987 study also generated data that was viewed as more general in nature, while much more specific information was also needed.

h. While many districts are effectively addressing staff development they are quickly reaching limitations of time and resources for specific needs of a single or a few individuals so it only makes sense to establish a sharing network in the system to reduce duplication when possible.

i. A monthly newsletter sent to a district contact person for distribution with the expressed purpose of sharing staff development and various items which would be beneficial for the system.

j. A review of the various ways districts handle staff development would be helpful, especially when finding those that have functioning and effective staff development committees.

k. The project can assist districts that do not have these committees, or if the committees that are assigned and do not function effectively, help can be provided to develop, implement, and cultivate the committees.

l. Explore new topics and opportunities for the VTAE system, including developing a tentative schedule of seminars and workshops.

EARLY DATA COLLECTION

After the project staff carefully reviewed the report of the Statewide VTAE Staff Training Needs Assessment study conducted earlier, a survey was developed that could be administered quickly to VTAE administrative and instructional staff members. The survey was entitled "Coordination of Efforts in the VTAE System for Specific Needs," and later referred to as the "four question survey." The project staff traveled to the districts to meet with district directors, instructional service administrators, and staff development coordinators and left the survey for staff to complete. Numerous employees from most districts completed the four question survey. It was designed to be open ended, and yet solicit information about local, regional, state, and national staff development efforts. See Appendix A to review a copy of the survey. Response to the survey by district and type of employee is shown here.

VTAE District	Instructor	Administration	Total
BTC	5	6	11
CVTC	0	8	8
FVTC	0	4	4
GTC	0	0	0
LTC	0	2	2
MATC-Madison	0	1	1
MPTC	0	2	2
NTC	6	2	8
SWTC	1	6	7
WCTC	2	0	2
WWTC	0	1	1
TOTAL	14	32	46

A matrix of the staff development responses of the questionnaire are found in Appendix B.

The project staff distributed the "four question form" to individuals in each district visited, or mailed them to contact people at the other districts. Ten of the sixteen districts returned at least one completed survey. Similar information was gathered from several other individuals in most of these districts and also from those districts that did not return surveys. However, we have reported above and in the appendix only the written responses.

STATE TRAVEL

During October, November, and December, project staff traveled to all but three of the districts to meet with key staff development personnel. The questionnaires and newsletter "item" forms (Appendix C) were distributed in mass. In some cases presentations were made at Dean's meetings, Quality Program meetings, or Staff Development Committee meetings. In most instances, however, project staff met with several individuals in the district, one-on-one. This opportunity for interchange out in the districts provided much insight as to the atmosphere for staff development and the potential for more coordinated staff development.

The project staff also met with Jim Urness of the Wisconsin Board of Vocational, Technical and Adult Educations (WBVTAE) and his staff at one of their meetings in November. The questionnaire and newsletter "item" forms were also distributed to state staff, encouraging them to participate in this effort. Jean Burns took particular interest in the project mission and used the newsletter to determine the need for soldering workshops. Eventually the workshop schedule for summer of 1990 was published for any instructors in the state who could benefit from this training.

NEWSLETTER

At the same time the survey was being developed, a format for the staff development coordination newsletter was determined. A form was appropriately developed so that people in the system could report inservice/seminar/workshop topics and speakers/presenters. Steve Schlough suggested that the newsletter be entitled "ExChange" to emphasize one of the purposes of the project.

The first "ExChange" was published in November for distribution to administrative and instructional staff in the VTAE system on December 1, 1989. Articles and items were collected during October and November for this issue. The project staff had to set some guidelines that would eliminate some items submitted by the districts. Basically, the item had to provide the other districts with the name and credentials of a recommended resource, review a staff development event, or tell of a success in staff development. Articles were always reviewed with the thought of whether or not it was applicable to other districts, combined programming, or sharing district resources with others in the system. Steve Schlough and Donna Decoteau spent countless hours working on the details necessary to publish six issues of an establishing newsletter. Twenty-five copies were sent to contact people in each of the districts. If more copies were needed, districts were to duplicate accordingly. Because of the difficulty in generating articles during the holidays and semester break, the next newsletter was published in January for distribution on February 1. The remaining editions were distributed on March 1, April 1, May 1, and June 1 (Appendix D). The final edition during the project year proposed a different format, attempting to gather summer calendar information and publishing it for use in the VTAE system. However, numerous articles were submitted and summer calendar information was not submitted, so the June edition followed the standard, established format.

The following indicates the district and state board involvement in the ExChange newsletter.

	Number of Articles Published	Type of Article Resource	Review	Invitation
BTC	2	1	1	
CVTC	4		2	2
FVTC	9		1	8
GTC	1		1	
LTC	1	1		
MATC - Madison	4		1	3
MSTC	1		1	
MATC - Milwaukee				
MPTC	3		1	2
NICOLET				
NTC	4		3	1
NWTC	3		1	2
SWTC	5	2	3	
WCTC	3	1	2	
WWTC	4	1	3	
WITC			1	2
CVTAE and WBVTAE	24		14	10

Some valid suggestions were made by state board and some district staff about the value of utilizing an electronic bulletin board format to more expeditiously communicate staff development needs and opportunities in the system.

STATE AND REGIONAL INSERVICE COORDINATION

Early in the project year, and again at the Stout Advisory Committee meeting in January, it was suggested that the project staff could be of help in coordinating for inservice programs throughout the system. This assistance could be particularly beneficial when it was found that districts were planning the same themes, or would be hiring the same nationally known speakers. Neighboring districts could share expenses, etc. Members of the Advisory Committee indicated that calendars for 1990-91 inservice meetings would be developed very soon and that we should solicit information. On February 12, 1990, a cover letter to this effect was sent along with a form

(Appendix E) requesting 1990-91 inservice plans, themes, and speakers. The following summarizes the seven responses received:

	Districts
Dates set for 1990-91, topics not identified	3
Dates set, topics set for fall only	1
No dates set, no topics identified	2
One topic and speaker reported, no date	1

We concluded that while coordination seems very appropriate, decisions apparently are not made early enough for the project staff to be of help in this way, at least for 1990-91.

BUSINESS AND MARKETING NEEDS ASSESSMENT

In an effort to gather more information from instructors in the system, a focused needs assessment was developed in February and piloted with the Southwestern Technical College business and marketing staff. After making some revisions, the instrument was administered to business and marketing staff at five VTAE districts by their deans. Completed surveys were received from sixty-four people from Mid-State, Madison Area Technical College, Southwest Technical College, Western Wisconsin Technical College, and Chippewa Valley Technical College. This represented just under 50% of the business and marketing full-time instructors in these districts. A matrix of staff development needs reported can be found in Appendix F. Also summaries of questions two, three and four are provided. It is interesting to note that most responders feel the need for more coordinated staff development and also very high percentages feel that they are allowed and encouraged to participate in staff development. This survey, or a revision of it should be administered to the other eleven business and marketing divisions in the state. Adaptions of the survey should be administered to other divisions of the system.

TECHNICAL ASSISTANCE

Since October 1, the project staff has provided assistance to many people regarding staff development. The contacts include but are not limited to VTAE, UW-Stout, CESA and state DPI and VTAE staff. This assistance ranges from simple requests for the ExChange newsletter, helping find resources for staff development presentations, enhancing the publicity on planned workshops to increase participation, answering questions on newsletter items and referring them to direct sources. Along the way, "warm fuzzy" remarks as to the importance of the coordinated effort have been made by many contacts. Some have said that while they have not contributed much or shown strong indications of participation, they strongly endorse this type of effort and feel the system will benefit greatly from a continuous effort.

STAFF DEVELOPMENT WORKSHOP

A staff development workshop was held at Mid-State Technical College, Thursday, June 14, 1990. Representatives of ten districts shared individual district planning for staff development (Appendix G).

Susan Gould, Assistant Director, Regional Staff Development Center, presented the Center's philosophy and their model for staff development. It is a project in Kenosha and Racine counties funded by K-12 schools, VTAE colleges, and universities, and housed at the University of Wisconsin-Parkside. This Center has been called "a unique example of cooperation" and it

promotes the support, recognition, and training of educators in its member institutions. The goals are to:

- build a community of educators across levels, institutions, and the region
- promote professional image
- reduce isolation of classroom teachers
- facilitate educational entrepreneurship
- encourage educators to assume responsibility for personal professional growth
- encourage classroom teachers to conduct research

Gould stated that staff development needs a clear vision of what can be accomplished, everyone to collaborate as equal partners, and someone to be the champion to initiate change.

Dr. James Urness, Bureau Director of Program Development and Operations, Wisconsin Board of Vocational, Technical and Adult Education; Dr. Ed Falck, Dean, Trade and Industry, Lakeshore Technical College; and Dr. Kenneth Mills, Vice President of Academic Affairs, Northcentral Technical College, each emphasized that staff development is a real concern. There is a need for sharing to avoid duplication, and to better utilize the funds available to function and perform at optimum level.

Two overriding themes developed:

1. Help each person to be the best they can become. The greatest challenge is the development of each person to their maximum potential.

2. Cooperation rather than competition between districts to better utilize staff development dollars and to eliminate "reinventing the wheel."

The consensus was that coordination is lacking. Sharing in face-to-face meetings is a must in order to take advantage of new technology and to function and perform at the highest levels. The speed of change causes stress. There is a strain on financial resources and the intensity of need increases for districts to have state of the market skills. All persons indicated that the statewide staff development coordination project should continue. The cooperation begun needs to continue as there is a need to prioritize, implement, and evaluate, in order to bring to fruition the goals desired. There is an openness and willingness to share between districts. As Dr. Merlin Gentz, Vice President of Academic Affairs, Fox Valley Technical College, pointed out "Survival will drive the willingness for cooperation."

The common needs identified by the participants were:

- Funding with allocation of resources

- Planning and coordination, both intra and inter-district

- Communication - the sharing of information between districts and taking advantage of what other districts are offering

- Needs analysis with prediction of future needs

- Methodology and team building skills to foster growth - individual to institutional; administrative to custodial

- Fostering interest in staff development empowerment - individual ownership - time allocation for training and implementation

- Technical skill development to stay on the cutting edge.
- District planning of staff development activities, two years in advance

Suggestions for cooperation and coordination included:

State Staff Development Consortium (Stout project)

- Continued staff development meetings to foster an idea exchange between districts and coordinate staff development
- The formation of an advisory committee for the Stout Professional Development Coordination project
- Formation of a VTAE system staff development institute, (an umbrella organization) to include K-12 and universities to tap into resources already established
- Foster joint planning for coverage of national conferences and conventions to better utilize dollars in "train-the-trainer" concept
- Designate sites for technical training
- District yearly "buy-in" to fund Stout coordination project
- Network of group comprised of professional staff development persons from each district to define training needs common to all districts and to learn from each other

Regional Staff Development Consortium

- Sharing staff inservices to take advantage of what others are offering
- Utilization of special district resources to tap talent within the district (i.e., staff swapping laser education - Northcentral Technical College; Histotechnology - Chippewa Valley Technical College)
- Regionalize specific training workshops (i.e., critical thinking skills, teaching strategies, stress management, Lotus 1, 2, 3)
- Regional staff development center to form a linkage with K-12, CESA's and universities within a region

Communication Technology

- Electronic bulletin board linking districts and State Board (ExChange newsletter very helpful but not as timely)
- Set up a center for generic training to utilize electronic bulletin board
- System to inform all staff what is available within the district

Linkages with technology and industry

- Alternative sources for funding
- Industry experts to train VTAE staff

Twenty-seven persons participated in the Staff Development workshop. Everyone r ecommended that a coordination effort should continue and that subsequent workshops should be held to provide districts the opportunity to share their expertise.

Association for Supervision and Curriculum Development Institutes

Three seminars were attended on June 25-27, 1990 at the ASCD National Curriculum Study Institutes, Minneapolis, Minnesota.

The first session, Focus of Building a Cadre of District-Based Trainers, was on selecting, training, and supporting teachers and administrators as internal trainers for district staff development programs. Guidelines discussed by Suzanne Bailey, Bailey and Associates, Vacaville, California, were:

- The phases of trainer development and support
- Skills district-based trainers need to provide quality professional development services and workshops
- Differentiating between facilitation, presentation, and training skills as diverse and powerful interventions
- How to help trainers reduce preparation time through outcome planning

Coordinating a Comprehensive Districtwide Staff Development Plan, conducted by Sarah Caldwell, Assistant Superintendent for Secondary Education, Webster Groves School District, Missouri, gave an overview of research-based practices and useful guidelines for developing and monitoring a coordinated, systemwide staff development plan.

The third seminar was Change Strategies for Staff Development conducted by Susan Loucks-Horsley, Program Director, The Regional Laboratory for Educational Improvement of the Northeast and the Islands, Andover, Massachusetts. This session looked at staff development as meaning change. The goals of staff development involve altering behaviors, modifying attitudes, and developing skills. One of the most important responsibilities of a staff developer is to create the right set of conditions to facilitate productive changes in staff development. We are often dealing with the things most difficult to change: attitudes, behaviors, and beliefs.

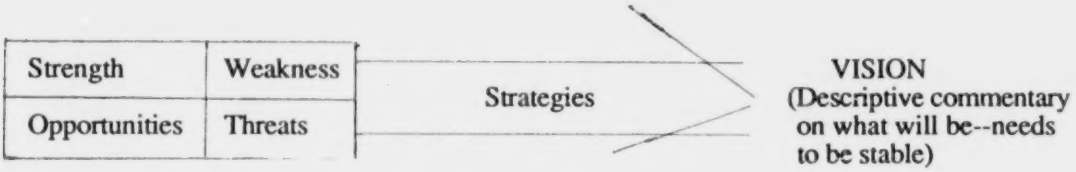
This institute outlined the stages of the change process and described four key elements that influence change: people, processes, practices, and policies.

All of the institutes emphasized several key points:

- Change is not a time driven event; it is a vision, a process, a series of events
- Staff development is not an isolated event. It is best when it is an ongoing, systematic process
- Staff development to be effective must have clearly defined improvement goals aimed at increasing school effectiveness
- A positive, healthy school climate that includes trust, open communication, and peer support for change in practice is essential for successful staff development
- A major challenge is to ensure that what is learned in inservice finds its way into the day-to-day work activities of participants
- Teachers need time to practice, have feedback, continued support and follow-up training; the collegial sharing that comes from being part of a "team"

In the session, Developing A Cadre, Bailey spoke of three kinds of change; developmental, transitional, and transformational. The first was within perimeters such as making old things better. Transitional was a restructuring, a process to move from one area to another. Transformational is a much more dramatic change which might result in chaos, leading to a return to the old way or rebuilding another system.

Most of Bailey's remarks concerned the transitional change. It involved Creating the Vision; the goals, where do you want to be; followed by where are you now and devising strategies to attain the vision. The more concrete the vision, the faster it will occur. She defined it as a "Dooable" end product.



She cautioned never to design a workshop in isolation. Use a cadre to design the plan and divide the efforts. A strategy is to "recruit to fit" and "train to fit". There is a need for representatives from those with decision-making power, those who orchestrate, and the targeted population (the ones who will be changed) to be a part of the planning process. The planning team needs six or more people who can move the system, across the system. It may also need to include businesses and industry who use the system.

To predict success she suggested the use of the following chart:

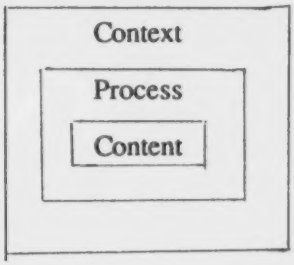
Predictors of Success

Educators will support a change when:	0 5 10
A. They are convinced it's NECESSARY.	_____
B. There are adequate RESOURCES and support.	_____
C. There are SPECIFIC SHARED GOALS.	_____
D. They have the COLLABORATIVE SKILLS to work together on it.	_____
E. They have the ENERGY to devote to it.	_____
F. There aren't TOO MANY OTHER BIG CHANGES happening at the same time.	_____
G. There is a spirit of RISK-TAKING.	_____
H. Rewards or "PAY OFFS" are apparent.	_____

Sarah Caldwell focussed her session on the topic "Designing a School-Based Staff Development Program." It included five stages:

Readiness--Faculty members study, select, and make a commitment to new behaviors and programs that focus on improving professional practice and student achievement.
Planning--Faculty members develop long-range plan to achieve the changes identified in the first stage.
Training--Inservice training sessions are conducted based upon what is known about adult learners.
Implementation--Participants integrate new professional behaviors and knowledge into daily work activities with follow-up assistance.
Maintenance--Changes in practice are monitored to ensure continued high levels of performance.

She stated that everyone should have a professional growth plan based on evaluation, mutual goal setting, common concerns and coordinated by an administrator. Growth is possible only with a positive climate and trust in the schools. Caldwell defined staff development as a nested process.



The key factor in context is the school climate. To be successful, there needs to be collegiality, collaboration, allowance for risk-taking and time to develop. Leadership needs to give sustained support as change does not occur overnight.

The process variable must allow for commitment, understanding, and participant involvement. If the goal is transfer of knowledge, the participant needs support and coaching opportunities following the workshop. The degree of application is documented in the following chart by Joyce and Showers:

	Knowledge	Behavior	Transfer
Presentation	85%	15%	10%
Demonstration	85%	18%	10%
Practice/Feedback	85%	80%	15%
Coaching	90%	90%	85%

If educators are to internalize and adapt to changes in the classroom, they must be given time to participate and practice. It also helps to give appropriate incentive awards.

The content variable or the use of the available knowledge is dependent upon a continued support system. Educators need to stay with the new programs long enough to own them. Inservice has been given a bad name. It is thought of as a quick fix, instant improvement, automatic transfer, psyche job, outside expert, and not investing in district people. This again, goes back to the theme of a planned, systematic process of effective staff development occurring over time.

The last session on change strategies used a game to look at staff development. It illustrated the principle of the for "p's":

* People--their needs, motivations, behaviors, and the roles they play in change
* Processes--how change progresses over time and what can be done along the way to ensure its success
* Practices--characteristics of the innovation being introduced
* Policies--the pressure or push from policy makers and administrators that takes the form of mandates, guidelines, regulations, expectations, and direction.

Susan Loucks-Horsley also focused on the "Stages of Concern" and this relationship to changes brought about by staff development activities. The stages are as follows:

Stages of Concern
Typical Expressions of Concern About an Innovation

STAGES OF CONCERN	EXPRESSION OF CONCERN
6. REFOCUSING	**I have some ideas about something that would work even better**
5. COLLABORATION	**How can I relate what I am doing to what others are doing?**
4. CONSEQUENCE	**How is my use affecting kids? How can I refine it to have more impact?**
3. MANAGEMENT	**I seem to be spending all my time getting materials ready**
2. PERSONAL	**How will using it affect me?**
1. INFORMATIONAL	**I would like to know more about it**
0. AWARENESS	**I am not concerned about it**

Adapted from: Shirley M. Hord, William L. Rutherford, Leslie Huling-Austin, and Gene E. Hall. Taking Charge of Change. Alexandria, VA: ASCD and Austin, TX: SEDL, 1987.

The assumptions of the concern-based adaptation model is that change is a process, not an event; it is made by individuals first, then organizations; it is a highly personal experience; and , it entails developmental growth in feeling and skills. Interventions must be related to : (1) the people first, (2) the innovation second.

If a change is to occur through staff development, consideration must be given to goals, planning, teamwork, time, and support; but most of all, considerations must be made for the people for whom the activities occur.

SUMMARY

Much has been accomplished in nine months of activity on this statewide project. The contacts made with the VTAE districts and the state board office were paramount and many developed into working relationships. A significant amount of movement was seen in increasing communication between districts and to and from a central (figuratively) point of interchange. Most of the districts are very willing to share staff development strengths and weaknesses, and invite other districts to preview or get involved in staff development functions. They also provided information on the quality of resources they have used as evidenced in project response to newsletter item requests. much more of this type of cooperation must be encouraged and facilitated. Most of the districts are realizing that working together is crucial. Staff development coordinators are seeing greater demand for staff development activities from some instructors and administrators in a technological and informational society, and their dollar resources are leveling off or in some cases decreasing.

The role of a state staff development coordinator or a coordination project is not an easy one. It is important for those involved to continually think of local SD efforts as compared to those that can be done less expensively and more effectively regionally or on a statewide basis. No one felt that there should be less or no SD coordination. Most felt that this type of coordinated activity should be increased. However, how this should be done and/or what specific needs should be addressed is still not clear and is quite an interesting point of discussion.

In a similar manner another point that was discussed often throughout the year was the range of staff development types of activities. It is easily understood that expensive inservice program speakers should be contacted by districts in a coordinated scheduling or presentation arrangement if more than one district is going to utilize the same speaker or address the same topic. Districts seem willing to do this but schedules will need to be developed earlier and telecom meetings held to allow this effort to be significant. For the more specific technical needs, division deans or SD representatives will need to meet in a similar fashion to determine the greatest unmet or difficult to meet needs. The project staff began looking at specific technical needs by developing a focused needs assessment.

The focused needs assessment was conducted with five of the VTAE districts' Business and Marketing Divisions and provided excellent specific feedback. It was learned that instructors in those districts do feel that their staff development needs are of concern to their leaders. The atmosphere for growth in the system is excellent. Four to six topics emerged as areas to explore further for future SD workshops on a regional or statewide basis.

The June 14, SD workshop held at Midstate Technical College in Wisconsin Rapids was a strong indicator to the project staff of the readiness and willingness of most districts to increase the coordination of SD in the system. Attendance was excellent with ten of the sixteen districts represented along with UW-Stout and the State Office. Several other districts responded with regret their inability to send a representative to the meeting. In all, 31 people attended with the intent of sharing their best SD ideas with the others and picking up some ideas to take home. A speaker from the Southeast Wisconsin Staff Development Consortium told of a unique arrangement that is working well between all of the educational entities in that part of the state. The workshop evaluations were generally good, but one criticism that was made by several was that too many activities were packed into a six hour agenda. They wanted more time to share with each other. They emphatically indicated that such one day meetings should be held at least annually in the future. It is strongly recommended that the State Board continue and increase its emphasis on coordinated staff development.

RECOMMENDATIONS FOR 1990-91

The recommendations made for a statewide support of staff development are based on the information included in the final report and recommendations made by the participants in the Staff Development Workshop held June 14, 1990.

I. Continue a staff development coordination project to facilitate statewide support for cooperation between districts.

- Facilitate one or two statewide workshops
- Facilitate regional workshops
- Conduct coordinated staff development advisory committee conference calls on a monthly basis

II. Form an advisory committee comprised of persons representing administration and teaching staff from all participating districts.

III. Study the Southeast Regional Consortium model of staff development regarding funding sources and delivery systems for possible implementation of regional cooperation among schools; K-12, universities, colleges, VTAE districts and CESA agencies.

IV. Continue publishing the ExChange newsletter and explore the implementation of an electronic bulletin board for more timely communication.

V. Develop CVTAE data base of resource persons employed in the Wisconsin VTAE system to utilize training expertise within the system. Utilize existing resource data base for locating national speakers for inservice seminars (i.e. Continuing Education Services, Racine, WI).

VI. Expand on the business and marketing focus needs assessment conducted in 1990 and adapt to other disciplines.

VII. Support/facilitate statewide, discipline oriented workshops, i.e.:

- Plan and facilitate state meetings of trade and industry instructors of Industrial Engineering to develop and disseminate self-paced instruction curriculum model based on one developed by Bill Timmer of Waukesha Technical College (contact person, Jim Brown, Chippewa Valley Technical College)

- Organize and facilitate a national industry training seminar for technological updating: such as Kellogg Institute, "Design for Manufacturing", Ann Arbor, Michigan

- Establish a workshop for training in 4 G. L. (fourth generation language) for business and marketing instructors.

- Encourage districts to establish themes, topics and dates for inservice by December, for the following school year to allow inter-district coordination and cooperation.

Appendix A

Coordination of Efforts in the VTAE System for Specific Needs

Coordination of Efforts in the VTAE System for Specific Needs

List the major areas of emphasis for staff development in your division/department/district for 1989-90.

List some staff development needs that you see that would be appropriate for coordination within the VTAE system.

List key resources within your division/department/district that would be suitable for and could be made available to the system.

Indicate key resources that you have utilized in staff development efforts in your division/department/district recently that you would highly recommend to others.

NAME TITLE DATE

Appendix B

Staff Development Responses Matrix

TOPICS	BTC	CVTC	FVTC	GTC	LTC	MSTC	MADI	MILW	MPTC	NCTC	NTC*	NWTC	SWTC	WCTC	WWTC	WITC	STBD
Quality Management		X	X	X	X		X			X			X	X	X	X	
SD State Meetings							X					X					
Curriculum Development					X					X			X		X		
Evaluation of Instrucdtion	X			X									X		X		
Critical Thinking Skills	X												X	X		X	
Teaching Methods	X																
Comp. Based Education	X				X					X					X		
Equity Issues	X												X				
Cultural Issues	X			X											X	X	
Special Needs Instruction	X			X											X		
Non-Traditional Student		X		X									X		X		
Teaching Methods - Imp			X	X						X		X	X	X			
Impl Open End Courses									X								
Coreabil/Writ Across Curr			X						X								
Q/A Technical Upgrade									X								
Hunter Model					X												
Instructional Supervision					X					X		X					
Accel Learn Princ						X											
Report of State SD Project						X											
Adult Learning Principles	X					X											
Certificate Courses			X														
Workplace Literacy				X													
Student Guidance													X				
Improve Linkages										X			X				
Futurism				X									X			X	
Statewide Curriculum													X				
Interdistrict Transfer													X				
UW-VTAE Transfer															X		
Long Range Planning					X		X			X					X		
Staff Teamwork							X										X
Human Relation Skills																	
Modern Math Teaching Tech	X																

TOPICS	BTC	CVTC	FVTC	GTC	LTC	MSTC	MADI	MILW	MPTC	NCTC	NTC*	NWTC	SWTC	WCTC	WWTC	WITC	STBD
Mentor/Mentee										X						X	
Master Teacher										X							
Faculty Motivation												X					
Faculty Internship	X											X					
Advisor/Advisee														X			
PT Staff Inservice														X			
*Nicolet Technical College																	

TOPICS - All	BTC	CVTC	FVTC	GTC	LTC	MSTC	MADI	MILW	MPTC	NCTC	NTC*	NWTC	SWTC	WCTC	WWTC	WITC	STBD
Computer Instruction	X	X		X									X				
Video Teach Tech														X			
Sofware Selection														X			
Equipment Selection																	
Ethics in Business									X								
PC Upgrade									X							X	
Desktop Publishing			X	X													
Industry Update	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X
Library Automation	X			X													
TOPICS - Trades																	
Transfer of American Indians				X	X												
Flexographic Printing			X														
CIM		X	X	X					X	X							
MAPICS Training			X														
Auto Electrical Systems	X			X													
Diesel Fuel System Test	X																
High Pres Liq Chromatology	X																
Motor Vehicle Emissions	X																
Electronics for Power Mech	X																
Computer Graphics	X									X							
Video Production	X																
Design for Manufacturing										X							
PACE																	X
TOPICS-Business & Mktg																	
New "Insurance" Inst													X				
LAN													X				
TOPICS - General																	
Ind Eng Open Lab		X															

Appendix C

"ExChange" Newsletter Item Report

Center for Vocational, Technical and Adult Education

VTAE Professional Staff Development Project

"ExChange" Newsletter Item Report

_____ _____

Person Reporting/Title Phone and Extension

_____ _____

Technical College Date

Inservice/Seminar/Workshop Topic (also briefly describe or review):

Speaker(s)/Presenter(s):

Sponsoring Agency:

Location:

Availability:

If you are reporting a program that is scheduled, fill out the section below:

Session(s) _____ Closed to other districts
_____ Open to other districts
Date(s)_____Time(s)_____
Enrollment Limit_____
Cost_____
Contact (name & phone)_____
_____
Deadline for registration _____

Return to: Lorayne Baldus
University of Wisconsin-Stout
Center for Vocational, Technical and Adult Education
218 Applied Arts Building
Menomonie, WI 54751

DEADLINE DATE FOR NEWSLETTER ITEMS IS THE 3RD OF EACH MONTH

Appendix D

"ExChange" Newsletters

Volume 1 Number 1

through

Volume 1 Number 6

Newsletter Mailing List

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

«DATA S D Coordinators Inserts
November 22, 1989

«line 1»
«line 2»
«line 3»
«line 4»
«line 5»

Dear «salutation»:

We are busy putting together names of resources, inservice programs, workshop topics, and other items deemed important by the 16 VTAE districts for the first edition of "Exchange." As you know, this new newsletter is designed to share staff development information in the Wisconsin Vocational, Technical and Adult Education System. The first edition will be sent to you in a few days for you to distribute from your office as you see fit. If you would call our office by November 28, 1989, before 4:00 p.m., we may be able to include an item or two from your district.

In the meantime and because we are not able to get our newsletter out far enough in advance, we are sending information about a student/faculty program at Moraine Park Technical College. The enclosed sheet for this program outlines their plan for the afternoon of December 5, 1989. Janet Jensen has graciously offered to open this program to other districts. She would appreciate having you call 414-929-2139 to indicate your interest and the number of students and/or staff that you will be sending to Fond du Lac for this program.

Thanks again for all of your efforts to assist us in the Staff Development Coordinator project.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

VTAE Professional Development Coordinator Project
Center for Vocational, Technical
and Adult Education
218 Applied Arts Building
Menomonie, WI 54751
(715) 232-1395

jrr

Enclosures

UNIVERSITY OF WISCONSIN STOUT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION UNIVERSITY

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Staff Development Coordinator
Fox Valley Technical College
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Appleton, WI 54913-2277 Cynthia

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Staff Development Director
Milwaukee Area Technical College
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Milwaukee, WI 53203 Mr. Echols

Margarita Hayes
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Western Wisconsin Technical College
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Administrator, Research and Planning
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Consultant
Staff and Professional Development
310 Price Place, P.O. Box 7874
Madison, WI 53707 Mr. Chinnaswamy

«DATA »

April 27, 1990

«line 1»
«line 2»
«line 3»
«line 4»
«line 5»

Dear «salutation»:

It hardly seems possible that five editions of "ExChange" have been published since we began working on the project in October. We sincerely hope that you have found value for your staff development program in the newsletter. We thank you for your contributions.

It has been suggested that we put together appropriate summer calendar information and some articles as a combined June, July and August edition. We are soliciting your assistance in gathering "summer calendar" items. We will work on this issue May 7 and 8, finish it on May 15, and will mail it to your district for distribution as soon as we can so you can distribute it to staff before they leave for the summer.

Please provide information on staff development workshops or seminars in your district that could be made available to staff people from other districts. Also indicate any courses for staff being offered on your campus that might be of interest to people throughout the state, or any other items that you consider appropriate for statewide publication. Your comments and suggestions in this effort are welcome.

Thanks once again for your timely efforts on behalf of coordinated staff development.

Sincerely

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

VTAE Professional Development Coordination Project
218 Applied Arts Building

dmd

Enclosure

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PROFESSIONAL DEVELOPMENT

EXCHANGE

Professional Development Activities & Resources for *Wisconsin VTAE Districts*
published by ***Center for Vocational, Technical and Adult Education,*** UW-Stout
Volume 1 Number 1 December, 1989

Professional Development Exchange is published by the Center for Vocational, Technical and Adult Education at UW-Stout.

The newsletter is intended to provide a forum for exchanging ideas, activities, and resources for professional development. These ideas, resources and activities should serve as a catalyst to nurture changes for excellence in the development, delivery, and management of instruction at the 16 Vocational Technical and Adult Education districts in the state of the Wisconsin.

The success of this newsletter relies on the input and cooperation of every district. The newsletter will be published monthly. To share your ideas, activities, and resources, please relay your information to CVTAE, UW-Stout on the salmon forms provided by the 3rd of the month to insure that it is in the next month's newsletter.

CVTAE/UW-Stout
218 Applied Arts
Menomonie, WI 54751
CVTAE 715/232-1382
Mark Strohbusch 715/232-1395
Lorayne Baldus 715/232-1395
Steve Schlough 715/232-3793

Project Addresses *VTAE* Staff Needs

Upon the recommendation of the VTAE Instructional Services Administrators, the ***Center for Vocational, Technical and Adult Education*** at the ***University of Wisconsin-Stout*** has been awarded a grant by the ***Wisconsin State Board of Vocational, Technical and Adult Education*** to carry out a project that will begin efforts to coordinate technical and professional development activities for staff members in the VTAE system. The principal focus of the project is to foster communication and replication of staff development successes in the system and to determine common needs that are going unmet. When a systematic network of communication is formulated, and sharing is begun and maintained, the system should be much stronger. As staff development needs that have been difficult to meet are encountered, the project will have a role beyond that of communication and sharing. The CVTAE will search out resources and will set up appropriate workshops or seminars. The entire emphasis of the project is to addresss specific staff development needs rather than dealing with global district needs. Suggestions are welcomed by Project Director , **Mark Strohbusch** and Assistant Researcher, **Lorayne Baldus.** 715-232-1395

ITV Instructor Workshop

Becoming a Master Instructor Via Interactive Television is the title of a statewide staff development workshop that will be conducted by ***Northcentral Technical College*** on **January 3-5, 1990.** The workshop is designed to help instructional staff understand the technology and learn how to use it in delivering instruction. Participants will be given the opportunity to practice their teaching skills using an *ITV* system. In conjunction with this workshop, there is a one day inservice for District Administrators on Friday the 5th. Registrations will be taken for twenty-four participants and must be received by **December 15, 1989.** The three day workshop fee is $25 and the one day administrator's workshop fee is $7.75. No travel, lodging, or meals are covered. For additional information contact **Barbara Cummings,** ***Northcentral Technical College,*** 1000 Campus Drive Wausau, WI 54401. 715-675-3331

Upcoming Programs

WBVTAE Schedules Health Occupations Workshop

Training for Instructors of Medication Assistants will be held **December 13, 1989,** 10:00 a.m. - 3:00 p.m., at Inn at the Dells, Kahler Hotel, **Wisconsin Dells.** Persons who will teach the programs and their coordinators are encouraged to attend. This workshop, sponsored by *WBVTAE,* is open to all districts with a $9.00 charge for lunch and snack breaks. All participants are required to bring the medication assistant materials (2 booklets) distributed by *Gateway Technical College.* To register call **Lois Hess,** Consultant **(608-266-7992)** by **December 8.**

Mid-State EmphasizesTeaching Special Needs Students

Teaching special needs students is the focus of staff development activities at *Mid-State Technical College.* **Dr. John Bellanti,** Special Needs Coordinator, in conjunction with the *Vocational Studies Center, UW-Madison,* has planned 20 hours of formal classroom instruction for the improvement of teaching skills for these students. Areas of instruction will include **handicapping conditions, differing learning styles, recognizing signs of learning disabilities, teaching strategies, curriculum modification, and identification of referral techniques and resources to better meet the needs of students with disabilities.** For additional information on this project contact **Dr. Max Farning,** Administrator of Educational Services, or **Dr. John Bellanti,** Special Needs Coordinator, *Mid-State Technical College.* **715-423-5650**

Gender Equity Lectures

Madison Area Technical College has planned a series of gender equity lectures for 1989 - 1990. The following lectures will be presented at the Norman Mitby Theatre, MATC and are open to interested persons at no charge.

Sex Equity from a Minority Perspective, **February 13, 1990,** 10:30 a.m. - 12:30 p.m.
Presenter: **Dr. Samuel Betances,** Professor of Sociology, *Northeastern Illinois University.*

Swept Away: Why Women Still Think Their Prince Will Come to the Rescue, **March 14, 1990,** 10:30 a.m. - 12:30 p.m., Presenter: **Dr. Carrol Cassell,** Author and Researcher, *Director, Institute for Sexuality, Education and Equity,* Albuquerque, New Mexico.

Previous lecture titles were *Becoming a Conscious Communicator, Career Equity and Harassment.*

For further information contact **Jackye Thomas, 608-246-6044.**

Upcoming Inservices at Fox Valley Technical College

Fox Valley Technical College is graciously opening its doors to representatives from the other districts for two programs scheduled; one for **January 30,** and the other for **January 31, 1990.**

January 30, Joseph O'Rourke of Prospect Heights, IL will give a motivational presentation entitled *Eagles Were Born to Fly and So Were You.* He will be speaking from 8:30 - 11:45 a.m., at the *Oshkosh Hilton & Convention Center.* Advise **Cynthia Whitely** by **January 26th, at 414-735-5642,** if your district will be attending. NOTE: They have space for only 15 people from outside the district.

January 31, Susan Winacki of Milwaukee will be at ***FVTC*** to provide a staff/student workshop entitled ***Balancing Self, School, Work, and Relationships.*** There will be two sessions, one from 10:30 - 11:30 a.m., and the other from 1:30 - 2:30 p.m., at the **Appleton** campus. Contact **Tess Kopitzke,** College Health Service, **414-735-5745,** by **January 29,** if your district will be sending representatives.

PACE Workshop Possibility

Jean Burns at the **State Board Office** has advised us that *PACE* Incorporated is anxious to come to Wisconsin to put on a workshop entitled ***Soldering and Desoldering Printed Circuit Boards.*** They would like to run the workshop in one district and have other district representatives attend. There will be no charge. This can be a four hour session or an eight hour session depending on the need indicated in the system. We are looking for a host district and indications of interest in such a workshop. Call Jean at **608-266-0003**, or our office soon so we can set this up.

Programs Reviewed

Cultural Diversification and Learning Styles

The professional staff at ***Blackhawk Technical College*** heard **Dr. James Boyer** from the ***Institute on Cultural Understandings*** at ***Kansas State University.*** His topic was ***Cultural Diversification and Learning Styles.*** In his presentation he discussed a variety of learning styles and gave excellent suggestions as to how instructors in the vocational/technical setting can adapt their class work and their presentations to meet the needs of the various individuals they teach. It was rated "excellent" by 26 instructors and "very good" by 14 instructors. Boyer's mailing address: 2201 Snowbird Drive, Manhattan, Kansas 66502. Contact **Karen Knox**, Assistant Director - Instructional Services, for details about BTC's response to Boyer. **608-757-7737**

Travis Shipp at WWTC

On November 20, 1989, **Dr. Travis Shipp** of *Indiana University* was in **LaCrosse** to speak to the ***WWTC*** staff. His topic was ***The College Team: Marching Together to Different Drums.*** If we had been publishing a newsletter this fall, you would have been able to hear him because **Maggie Hayes**, Academic Services Supervisor, indicated there would be plenty of room for representatives from other *VTAE* districts. At this point we recommend that you call Maggie to learn of their reaction to his presentation. **608-785-9102**

Trust Building Inservice Successful

The fall inservice program in August and October at ***Northcentral Technical College , Strengthening NTC through Trust Building,*** involved trust building and community building exercises. Personnel chose from four 75 minute presentations conducted by a team of presenters. Workshop titles were ***Coping to Empowerment, Polarities: How to Manage Unsolvable Problems, Tori - Theory of Personal and Organizational Development,*** and ***Building Personal Power and Self-Esteem (Experiential Physical Activities.*** **Beth Dailey** said the presentations were excellent and served as a catalyst for the small group activity that followed. Presenters were: **Patrick J. Conlon, M.A., Ron Hofsess, Ph.D, Barry Johnson, Ph.D., Scott C. Schuck, M.S.**. For additional information contact **Beth Dailey (715-675-3331), Patrick Conlon (319-588-2389).**

To receive your personal copy of *EXCHANGE*, contact:
CVTAE
UW-Stout
218 Applied Arts
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Calendar of Events

Date	Workshop/Activity/State Called Meetings	Location	Advocate
December 13	Training for Instructors of Medication Assistants	Wisconsin Dells Inn at the Dells	Hess
January 3-5	Becoming a Master Instructor Via Interactive Television	Wausau NTC	Cummings
24-25	English as Second Language Instructors	Madison	Chinnaswamy
30-31	VTAE Supervisor/Management Technician, Business Mid-Managment and Business Administration/Personnel Instructors	Madison	Hague/Tokheim
30-31	VTAE Fashion Retailing, Fashion Merchandising, Food Marketing Instructors	Madison	Hague
30-31	Sex Equity Coordinators/Instructors	Wisconsin Rapids	Johnson
30	Eagles Were Born to Fly and So Were You/Motivational Speaker	Appleton FVTC	Whitely
31	Balancing Self, School, Work and Relationships	Appleton FVTC	Kopitzke
31-Feb. 1	VTAE Business and Marketing Program Administrators and Coordinators	Madison	Hague/Tokheim

PROFESSIONAL DEVELOPMENT
EXCHANGE

Professional Development Activities & Resources for *Wisconsin VTAE Districts*
published by ***Center for Vocational, Technical and Adult Education***, UW-Stout
Volume 1 Number 3 March, 1990

Learning Disabilities Inservice at MPTC

An overview will be provided on what learning disabilities are and the impact on the instructional process at **MPTC** for managers and instructors. The presenters will address the job market for learning disabled graduates. John Gugerty and Lloyd Tindell from the Vocational Studies Center in Madison will be the presenters. The inservice will take place at **MPTC** on March 26, from 8:30 - 10:30 a.m., and is limited to one person per district. Deadline for registration is March 19. Contact Jan Jensen at MPTC 414-929-2130.

Soldering Workshops Set for July

The PACE workshops we have been mentioning in the newsletter have now been set. **Jean Burns** indicates that they will be held July 16-20, in Eau Claire at CVTC. *Basic Soldering Rework & Repair* will be covered on July 16-17. *Surface Mount Rework & Repair* will be covered on July 18-20. Participants must have had "Basic" to enroll in "Surface Mount," however it is not necessary to enroll in both workshops during this week. Each district planning to take advantage of this opportunity is to submit the name of their participant and an alternate to Jean by May 1, at WBVTAE. Enrollment is limited, so act NOW. 608-266-0003

Future Trends in Education and the Workplace

The Academic Development Department of **Gateway Technical College**, Kenosha campus, focused its January inservice on the theme *Future Trends in Education and the Workplace*. Department staff, which included providers of basic skills, GED preparation, adult high school classes and workplace literacy education, spent the day looking ahead to the challenges of the 1990's.

State Representative Peter Barca provided an update on state and federal legislation affecting education. VTAE Consultant for Adult Basic Education, **Mary Ann Jackson**, spoke about state initiatives and directions for adult education. Keynote speaker, **Helen Rawson** of **Blackhawk Technical College**, discussed technological and demographic changes that will impact on education, with special focus on the changing roles of women.

A panel, which included local representatives on the business community and providers of customized training, outlined the skills needed for future workers. The day concluded with a session that helped the staff explore their ability to cope with the many changes that will affect them both personally and professionally. For further information contact Christine Vlahakis 414-656-7611, or Ruth Herrmann 414-656-6980.

New Instructor Pre-Employment Teaching Package

Through the cooperation of all VTAE districts and staff from UW-Stout, **Northeast Wisconsin Technical College** is developing an individualized, self-contained, pre-teaching package to assist new instructors in developing pedagogical skills needed for the first day of class. This package is being devised to address the needs of new employees with technical experience. It will help them develop good teaching skills and establish the goals to be carried through the entire semester. The training provides the necessary materials to ensure a successful and productive first day of teaching, clear articulation of classroom objectives, course syllabus, assignment specifications, and grading systems.

This multi-media package will include a trainer guide book, student workbook, and planning guide incorporating test construction, evaluation techniques, grading systems, classroom objectives, designing assignments, and developing a syllabus. Look for dissemination of the training package in the summer of 1990. For more information contact Bill Johnson, Project Director 414-498-5562.

"Education, Research and Dissemination" Offered at *SWTC*

SWTC began the new decade by offering the American Federation of Teachers course "Education, Research and Dissemination" through Local 3670. Professional development is fostered as instructional methods are taught and teaching techniques are shared by colleagues in a supportive environment. The instructors (members of Local 3670), **Lois Wagner, Susan Davis-Allen, Mary Shrader,** and **Linda Bernhardt** were trained in 1989, to be Teacher Research Linkers. New and veteran teachers alike are enthused about their learning experience. The course meets the teaching methods certification requirements. Twenty-eight instructors at **SWTC** are enrolled. For details contact Linda 608-822-3262.

Professional Development Exchange is published by CVTAE at UW-Stout. The newsletter is intended to provide **a forum for exchanging ideas, activities, and resources** for professional development and serves as a catalyst to nurture changes for excellence at the 16 Vocational Technical and Adult Education districts in Wisconsin. The success of this monthly newsletter relies on the input and cooperation of every district. To share your ideas, activities, and resources or to be put on the mailing list contact your local staff development person or:

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c/o Lorayne Baldus
218 Applied Arts
Menomonie, WI 54751
(715/232-1395)
Steve Schlough, Editor
Mark Strohbusch, Project Director
Lorayne Baldus, Assistant Researcher
Donna Decoteau, Project Secretary
Deadline for articles is the 3rd of the month.

Social Trends in Wisconsin Conference

Northeast Wisconsin Technical College is cooperating with UW-Green Bay and St. Norbert College of DePere, in presenting a conference titled, *Social Trends In Wisconsin - Impact on Communities and Families.* This is the second conference in Green Bay designed to examine the impact of future trends on the social and human environment.

The conference will be held March 15-16, 1990, at the Radisson Inn in Green Bay, WI. The keynote speaker is **Erroll B. Davis, Jr.,** CEO, Wisconsin Power and Light. His topic is *Why Examine Social Trends - A Personal View.* Mr. Davis will be available for discussion during the lunch hour. The afternoon session will consist of *Capitalizing on Change,* presented by the Naisbitt Group, a world renowned organization, whose founder authored the well-known book, Megatrends. Twelve presentations are scheduled which provide a choice of three social trend seminars each hour. This schedule is repeated on the morning of March 16, with different topics presented for a total of twenty-four seminars to select from and a repeat of the **Naisbitt** workshop. The concluding session is titled, *Role of Post-secondary Education in the Twenty-first Century,* and features the administrators of the three cooperating colleges.

This conference is designed to meet the needs of persons who have responsibilities in organizations that must respond to emerging social trends. This includes human service providers and planners, board members, education, business and industry leaders, clergy, health care people, and persons in government.

Registration closes March 8, 1990, and the fee is $75.00. For a brochure and additional information contact **Dr. Nannette Hoppe** 414-498-5442.

Resource Directory of Nontraditional Role Models

The Center for Vocational, Technical and Adult Education, through a grant from the Wisconsin Board of Vocational, Technical and Adult Education published a directory of 248 persons employed in occupations nontraditional to their gender. Published in July, 1989, this directory will be updated and expanded with the second printing occurring in June, 1990. **VTAE** district personnel directors and sex equity coordinators from each **VTAE** district have received copies. Additional copies are available at **CVTAE.** For information contact **Lorayne Baldus** 715-232-1395.

The purpose of this guide is to serve as a resource to educators. It contains a listing of men and women who have agreed to share their experiences with teachers and students. The use of role models, who represent the changing labor market for men and women, is one of the best tools for the recruiting and retention of nontraditional students. Future trends indicated that new entrants to the labor pool of the 1990's, will be composed predominantly of women and minorities. Educators are encouraged to utilize the expertise of persons listed in the directory to help students explore all career options.

The second printing of the directory in June, 1990, will include additional resource people. If you have knowledge of any instructor (full or part-time), as well as persons employed in nontraditional occupations, please inform Sue Foxwell or Lorayne Baldus, **CVTAE,** 218 Applied Arts Building, UW-Stout (715-232-1395). The persons referred will be contacted for permission to include their names in the resource directory. Names of persons in the directory were obtained through the referral process and the **CVTAE** staff would appreciate your assistance in obtaining names of additional resource persons for inclusion in the 1990, directory.

Strengthening Education for Employment Conference

The Wisconsin East Central Association for Vocational Education is sponsoring a Professional Growth Conference at **Fox Valley Technical College** in Appleton, March 20, 3:30 - 8:30 p.m. The title is *Positive Attitudes - Strengthening Education for Employment* and will consist of three general sessions, dinner, and mini-sessions of a motivational and educational nature. The cost is $10, and registration deadline is March 9. For more information contact **Cynthia Chase Whitely** 414-735-5642 or 4742.

WCTC to Present WVTAE Advising Conference

David S. Crockett

David S. Crockett, Denver, Colorado, a nationally recognized authority on academic advising, will serve as the workshop leader for a conference on academic advising to be held at the Country Inn, Pewaukee, WI, May 2-3, 1990. This conference focuses on the contribution of effective academic advising to student success. This is based on the belief that students who formulate a sound educational/career plan based on their values, interests, and abilities will have an increased chance for program success, satisfaction, and persistence. Advising remains the most significant mechanism available on most campuses for aiding and abetting this prerequisite to successful transition of students into the postsecondary system, as well as to their persistence to program completion.

The program will use a variety of learning strategies including presentations, small group discussions, and extensive resource materials. It will focus on how an individual campus can define, develop, and mobilize an institutional model for an advising program.

The conference will begin with registration at 8:00 a.m., May 2, 1990. Information regarding the conference and registration are being sent to each of the districts. Hotel reservations, at a special rate for the WVTAE Advising Conference, will be available until four weeks prior to the conference. For additional information, contact **Sharon Jung** or **Mary Vasquez** at **Waukesha County Technical College** 414-691-5268.

Mark's Mumblings

The first three issues of ExChange have included reviews of inservice speakers and various staff development programs, announcements of upcoming programs or workshops, and feature articles of major staff development projects in some of the districts. All of these forms of communication must continue for the newsletter to be successful. In addition, however, readers of the newsletter and district contact people must begin to share staff development plans and needs. If we at the CVTAE are aware of district plans and staff needs, we should be able to more effectively take a coordinating role in the system. Also, if we are aware of common goals and objectives and similar frustrations encountered in trying to meet these needs, it would be an excellent first step in cooperatively solving staff development problems. Some examples of optimal communication might result in the following:

- Several district staff development committees are thinking of hiring a speaker to address the same topic - why not coordinate dates for this program that will minimize speaker travel expense or bring two adjoining districts together for one presentation, splitting the fee.

- An instructor or dean is seeking a particular type of staff development workshop on a particular technical subject, but the need can only be met by traveling out of state and thus incurring considerable expense. Through coordination several districts could send one or two people for training, and upon their return they would share their findings with the rest of the districts participating in this effort. It may be even more beneficial if an instructor or speaker would be brought to Wisconsin for a presentation to all representatives from the districts on a cost sharing basis.

Give these examples some thought, add your own ideas and contact us with some recommendations.

BEST COPY AVAILABLE

CALENDAR OF EVENTS

February 27-28: **ABE/Goal Coordinators Meeting;** Edgewater Hotel (608-256-9071), Madison, 9:30 a.m. - 4:00 p.m., registration deadline 2/25, Fee $25, Jackson (WBVTAE, 608-267-9684)

March 1 - 2: **Staff Development Workshop;** Instruction of English as a Second Language, Concourse Hotel (608-257-6000), Madison, Registration deadline, 2/26, Fee $23, Chinnaswamy (WBVTAE, 608-266-2222)

March 2: **Wisconsin Staff Development Network Workshop;** Sheraton Inn-Milwaukee North, Fee $20, Wouters (NWTC, 414-498-5401), Swenson (Madison School District, 608-266-6186)

March 3: **ExChange Newsletter;** Deadline date for submission of news items for April newsletter, Strohbusch/Baldus (UW-Stout)

March 5-7: **Instructional Supervision;** Mead Inn, WI Rapids, Lee/Schlough (UW-Stout, 715-232-1382)

March 6-8: **Leadership Training Workshop/LIP Mentees;** Quality Inn South, 4916 East Broadway, Madison, WI, (608-222-5501), Registration deadline 2/13, Fee $60, McMillion (CVTC, 715-833-6200)

March 7-8: **ABE/Goal Coordination Meeting;** Holidome (715-341-1340), Stevens Point, 9:30 a.m. - 4:00 p.m., Registration deadline, 3/1, Fee $25, Jackson (WBVTAE, 608-267-9684)

March 14: **Swept Away: Why Women Still Think Their Prince Will Come to the Rescue;** Norman Mitby Theatre, MATC, 10:30 a.m. - 12:30 p.m., Thomas (MATC, 608-246-6044)

March 15-16: **Social Trends In Wisconsin - Impact on Communities and Families;** Radisson Inn, Green Bay, Registration deadline 3/8, Fee $75, Hoppe (414-498-5442)

March 20: **Positive Attitudes - Strengthening Education for Employment;** FVTC, Appleton, Registration deadline 3/9, Fee $10, Whitely (FVTC, 414-735-5642)

April 23-24: **VTAE Equity Network Meeting;** Stevens Point, Holiday Inn (715-341-1340), Foxwell/Baldus (CVTAE 715-232-1395)

May 2-3: **Academic Advising Conference;** Country Inn, Pewaukee, 8:00 a.m. (5/2) - 3:30 p.m. (5/3), Jung/Vasquez (WCTC, 414-691-5268)

May 2-3: **VTAE Evaluation Meeting;** Activity Calendar 1989-90, Inn Tower, Madison, Mahaffey (WBVTAE, 608-266-7848)

Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
218 Applied Arts Building
Menomonie, WI 54751

PROFESSIONAL DEVELOPMENT

EXCHANGE

Professional Development Activities & Resources for Wisconsin VTAE Districts
published by ***Center for Vocational, Technical and Adult Education***, UW-Stout
Volume 1 Number 4 April, 1990

"Managing A Diverse Workforce" Given High Rating At BTC

Recently Robert E. Gregg presented a dynamic seven hour seminar for BTC staff and local industry people. Doris Hogan, Placement Specialist at BTC, wrote this complimentary review.

The seminar was very interesting and Mr. Gregg is a dynamic speaker. He defined a "Diverse Workforce." He also explained that with the declining numbers of younger people, increasing numbers of minorities, the older-worker population, the two income family, more part-time workers and a changing global market, it is becoming increasingly imperative to keep abreast of how to manage a diverse workforce. Equal Rights Laws, legal parameters that supervisors work within, and various managers' responsibilities were discussed. Mr. Gregg cited several actual legal cases he has represented. He has worked in employment relations and equal rights representing employers and employees over the years.

> ***Wow! All this in one day! Every minute was interesting!***

Seminar attendees were given the opportunity to complete an exercise which allowed them to apply a labor law and decide what type of harassment, if any, was used. This was a revealing experience for most attendees. Mr. Gregg explained the concept of "nontraditional" employers, affirmative action hiring, and on-the-job training. Training should include orientation, hidden factors, safeguards against discrimination, and breaking barriers. Attendees were introduced to the terms discipline, discharge, and "just cause." Samples of effective performance improvement/evaluation plans were provided for future reference and referral.

Doris concluded her remarks by saying: "Wow! All this in one day! Every minute was interesting! I would highly recommend this seminar for all managers and supervisors in industry or the VTAE system." For information about Robert E. Gregg and this seminar, contact Rita Brock, ACE Coordinator at BTC, 608-756-4121. ✦

Interactive Video Developers Workshop

An interactive video instructional workshop is planned for May 7-8, at Fox Valley Technical College, Appleton, WI. The presenters, leaders in the development of interactive video courseware, are from California and Ohio. Participants will produce an interactive lesson during the workshop. The program is designed for VTAE instructors, media specialists, computer programmers, or anyone interested in this type of media. The registration fee is $15.00 to cover the cost of food and is limited to fifty participants. Please register by April 26.

For information contact Ardythe Korpela, 414-735-5664. ✦

Also In This Issue:

- Staff Development Catalog
- Educational Research & Dissemination Workshop
- Individualized Instruction Conference
- Faculty Development Conference
- Infusing Critical Thinking
- Math Instruction for GED
- Retooling Strategies for the Future
- Mark's Mumblings
- Bits & Pieces
- Calendar of Events

Challenges and Opportunities of a Changing /Aging Workforce

A special conference on the aging workforce, sponsored by Fox Valley Technical College, will be held Thursday, May 3, 1990, from 8:30 a.m. to 2:00 p.m., at the D. J. Bordini Center, 5 Systems Lane, Appleton, WI. The keynote address, "Toward a New Definition of Work," will be given by James T. Sykes, Senior Special Assistant, Office of the Vice Chancellor, UW-Madison. Concurrent workshop sessions are titled, "Successful Management Perspectives for Aging Workforce Transitions," "Workplace Reforms for Prolonged Productivity," and "Corporate Wisconsin: Responses to Change Begin...." The cost is $40.00, which includes materials and lunch. Contact Patti Frohrib, Lifetime Development Specialist, 414-735-4738. ✦

Staff Development Catalog Available

The Fox Valley Technical College has been publishing a catalog of seminars they offer for staff development in business and industry. Like other districts, they offer many seminars in such topics as: management, AutoCAD, business and marketing, computer, nursing, office support and professional growth, and numerous national satellite conferences. Workshops are offered at different times of the week and in different months to allow maximum flexibility to area residents. Many members of their staff also attend these seminars to stay current in their fields.

The catalog is very attractive and would seem to have appeal to the business community. FVTC will share a copy of it with you. The third edition, February 1990, through August 1990, is available from the Fox Valley Technical College, c/o Seminar Catalog, PR/Marketing, PO Box 2277, Appleton, WI 54913-2277. ✦

"Behind every great person is a support system."

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Deadline for articles is the 3rd of the month.

Educational Research and Dissemination Workshops

Jerrilyn Brewer and John Grass, instructors at Western Wisconsin Technical College, have been instrumental in implementing educational research and disseminating programs for faculty at the College over the last two years. They have been presenters at two national workshops and have published their findings. A main focus of their efforts has been helping teachers learn how to use their own classrooms as laboratories for the study of teaching and learning. Special attention has been given to the impact upon the learning of the students within the classroom. Brewer and Grass have developed workshops which they are willing to present for other VTAE and K-12 school districts on the following topics:

- Classroom Management
- Interactive Teaching
- Action Classroom Research: Classroom Assessment Techniques
- Planning and Course Construction
- Cooperative Learning: Different Models and Different Applications
- Learning Styles: Matching Teaching and Learning Styles

Call Maggie Hayes (608-785-9102), Jerrilyn Brewer (608-785-9165), or John Grass (608-785-9189), to discuss setting up a workshop for your district. ✦

1990 Individualized Instruction Conference

"Soaring to New Heights in Educational Quality" is the theme of the 1990 Mid-America Conference of the Midwest Association for Individualized Instruction to be held June 10-13. Quality in educational management, teaching, curriculum design, computer integrated management, service to students, and the transformation of the educational environment will be the focus of the conference. A gala dinner and social event will be held at the Air Adventure Museum in Oshkosh. The registration fee is $175.00 prior to April 15, and $195.00 after that date. Group rates are available. Registration information is available from Jo Hillman, FVTC, 414-735-5730. ✦

Michigan Colleges' Consortium for Faculty Development Conference

It may be of interest to you that other states have devised cooperative efforts to assist administration and faculty in planning coordinated, focused approaches to common staff development concerns.

A consortium of state colleges in Michigan will meet May 17-19, 1990, at the Holiday Inn West in Detroit, Michigan. The conference, "Networking for Faculty Development: The Midwest Experience," is designed to facilitate networking among states. Participants will have an opportunity to share experiences, build contacts, and learn from each other.

Dr. Mayellen Weimer, Director, Instructional Development Program, and editor of "The Teaching Professor," Pennsylvania State University, is the keynote speaker. Another featured speaker is Wilburt McKeachie, Professor of Psychology, Center for Research on Learning and Teaching, University of Michigan-Ann Arbor. Other workshop presenters are from Illinois, North Carolina, Missouri, Ohio, Kentucky, and Florida.

Numerous issues will be addressed. They include: the consortium approach to faculty development, creating teaching excellence programs, getting administrative support for faculty development, critical thinking strategies for the classroom, and working with adults in a win/win situation.

Registration is open to persons from other states and the fee is $275.00 before May 1, and $350.00 after that date. The fee covers materials and all meals except for one evening. For additional information contact Mary Minter, MCCFD Program Coordinator, 313-593-5319.✦

Don't miss out on the opportunity for professional development.

Infusing Critical Thinking

CVTC and FVTC are co-sponsoring a conference designed to address the infusing of critical thinking skills across the technical college curriculum. Dr. Richard Paul, Director of the Center of Critical Thinking and Moral Critique, Sonoma State University in California, will be the presenter at the four day workshop, June 4-7, Holiday Inn, Eau Claire, WI. The purpose of this conference is to explore ways to enable students to become self-directed in their thinking and actions by developing the ability to think critically. Sessions will focus on what is critical thinking, why should it be incorporated into curriculum, and how critical thinking skills can be infused across curriculum. An information brochure has been mailed to each VTAE district and a more detailed agenda will be sent in April. Nine participants, five from general subjects and four from nursing, may attend from each district. The registration fee will be approximately $65. For further information contact Florence Erickson, Director, Nursing Division, CVTC, 715-833-6200. ✦

Retooling Strategies for the Future

Madison Area Technical College, in cooperation with the Department of Engineering, UW-Madison, is conducting a conference in Madison for adult women in scientific, technical, and math related careers on Saturday, March 31. Those involved in assisting students in career planning may find this a valuable experience. However, it is designed for people who wish to make a career change or re-enter the job market. The conference is planned for, but not limited to, women throughout Southern Wisconsin. It will be held at the Wisconsin Center, 702 Langdon Street, Madison. Participants will be able to choose from ten workshops and schedule discussions with persons representing eleven career areas. The purpose is to explore math, science, and technical related careers; investigate educational avenues and support services; and interact with women working in technical areas. The conference fee is $22 which includes lunch, refreshment break and materials. Register immediately. For more information contact Jackye Thomas, MATC, 608-246-6044. ✦

MARK'S MUMBLINGS

In our travels and contacts in the VTAE system we are hearing similar stories from most of the districts regarding coordinated staff development. First of all, there is more and more demand for staff development dollars in each district. Secondly, there are NO MORE DOLLARS to spend on staff development! Thirdly, all of the districts have staff development committees formed to deal with staff development issues. Some of the districts also have a person assigned staff development coordinating and administering ro[illegible]

Are there better ways to utilize the dolla[illegible]cy will bring the most benefit to your district? When you share your experiences or ask for information from other districts, you are increasing the likelihood of saving dollars or utilizing better resources to accomplish staff development goals and objectives. This newsletter is assisting many in ways indicated above.

Is there need for more? Would a state staff development coordinating meeting in May or June be of benefit to you? The agenda could include "sharing items" such as: how you formed your SD committee, how your SD committee has evolved and functions today, SD meeting schedules, procedures for allocating SD funds, greatest accomplishments in SD in your district, greatest needs for SD in your district, suggestions for state project coordinators of SD and the state office.

We think that if an administrator with staff development responsibilities, and a member of the local staff development committee from each district came together to share ideas face-to-face with others having similar responsibilities, much can be accomplished. Obviously, we would consider a central location for the meeting and would set times so most could commute on the day of the meeting. We don't have a travel or meal budget, so districts would be on their own for these items. WHAT DO YOU THINK? Let us know soon!!

Bits and Pieces

In an effort to communicate yet another dimension of Staff Development, we will include comments from participants of Staff Development meetings. Lorayne will be collecting these and will quote those most appropriate for Exchange. Feel free to contribute.

Elements of Instruction Workshop

"I attended the Elements of Instruction Workshop in Wisconsin Rapids on Feb. 5-7, 1990, and I look forward to the follow-up workshop, March 5-7. I hope UW-Stout will continue to present workshops on instruction, the quality was exceptional."
Beth Dailey, Dental Program Coordinator, NTC.

CVTC Quality Seminar

"As a result of your letter, the Trade and Industry Department Chair, attended the session at CVTC. It was a very good session according to John Clark."
Dr. Max Farning, Administrator, Research and Planning, Mid-State.

Math Instruction for GED- A Different Twist

Carol Carp, an ABE and GED instructor at SWTC, has devised a new approach to teaching math. She devised this new approach based on students being less successful on the GED math subtest since its inception in 1988. She advocates direct instruction and innovative teaching to increase success. This can be done by "turning the math curriculum up-side down" -- start with geometry, algebra, and percents. Also use an active, hands-on approach to problem solving and focus on problem set-up, as well as the solution. Carol will present this approach to VTAE staff, if requested. Call her at SWTC, 608-822-3262. ✦

CALENDAR OF EVENTS

March 20: **Positive Attitudes - Strengthening Education for Employment;** FVTC, Appleton, Registration deadline 3/9, Fee $10, Whitely, FVTC, 414-735-5642.
March 26: **MPTC Inservice on Learning Disabilities;** MPTC, 8:30 - 10:30 a.m., Registration deadline 3/19, Jan Jensen, 414-929-2130.
March 31: **Retooling Strategies For The Future;** The Wisconsin Center, 702 Langdon St., Madison, 7:30 a.m. - 4:30 p.m., Fee $22 (to Engineering Registration at the above address, 1-800-462-0876), Registration deadline 3/23, Jackye Thomas, MATC, 608-246-6044.
April 4: **Spring Conference of Campus Administrators;** Mid-State Technical College, Stevens Point Campus, Fee $10, Registration deadline 3/27, WBVTAE, 608-266-7697.
April 23-24: **VTAE Equity Network Meeting;** Stevens Point, Holiday Inn (715-341-1340), Foxwell/Baldus, CVTAE, 715-232-1395.
April 23-26: **Fire Service Instructors Workshop;** Howard Johnson Motor Lodge (715-842-0711), 2001 North Mountain Road, Wausau, WBVTAE, .
May 2-3: **Academic Advising Conference;** Country Inn, Pewaukee, 8:00 a.m. (5/2) - 3:30 p.m. (5/3), Jung/Vasquez, WCTC, 414-691-5268.
May 2-3: **VTAE Evaluation Meeting;** Activity Calendar 1989-90, Inn Tower, Madison, Mahaffey, WBVTAE, 608-266-7848.
May 3: **Challenges and Opportunities of a Changing/Aging Workforce;** D. J. Bordini Center, 5 Systems Lane, Appleton, Fee $40, Patti Frohrib, 414-735-4738.
May 7-8: **Interactive Video Developers Workshop;** FVTC, Appleton, Registration deadline 4/26, Fee $15, Ardythe Korpela, 414-735-5664.
May 30, 31, and June 1: **How to Teach Via ITV;** Northcentral Technical College, Wausau campus, Fee $25, 6/1 Fee $7.75 (this covers the administrator workshop), Barb Cummings, NTC, 715-675-3331.
June 4-7: **Infusing Critical Thinking Skills Across VTAE College Curriculum;** CVTC, Eau Claire, Sponsored by CVTC and FVTC, Fee $65, Florence Erickson, 715-833-6200.
June 10-13: **1990 Mid-America Conference of the Midwest Association for Individualized Instruction;** Paper Valley Hotel and Conference Center, 333 W. College Ave., Appleton, Fee before 4/15 $175, after 4/15 $195, Joe Hillman, 414-735-5730.
July 16-20: **"Basic Soldering Rework and Repair" and "Surface Remounts and Repair;** CVTC, Eau Claire, Jean Burns, WBVTAE, 608-266-0003.

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PROFESSIONAL DEVELOPMENT

EXCHANGE

Professional Development Activities & Resources for Wisconsin VTAE Districts
published by *Center for Vocational, Technical and Adult Education*, UW-Stout
Volume 1 Number 5 May, 1990

Preparing for Employment in the 1990's - The Challenge to Education

Dr. Willard R. Daggett, Director of Vocational Education for the State of New York Department of Education, was the keynote speaker at the Indianhead Technical College Inservice March 9, 1990. In a stimulating and sobering presentation, Dr. Daggett challenged educators to divorce themselves from their past and to change their curricula to reflect the needs of students who will be the workforce of the 1990's. He charged that last year U.S. industry had to import 1,000,000 foreign born and educated workers with only a high school diploma to work with current technology because the educational system of the United States is not preparing technologically literate graduates.

What are the core skills of a technologically literate individual? Put simply, he indicated these are the basics; keyboarding, data manipulation, problem solving, decision making, critical thinking, applied math and science, and the basic concepts and principles of technology. Whose responsibility is it to teach these skills...the K-12 system, the technical colleges, the universities, general education faculty, vocational faculty? Put even more simply, he stressed that all core skills are the responsibility of all educators!

Dr. Daggett urged those present to change both their curricula and their teaching methods. He further challenged participants to be part of the solution...to increase the technology and basic literacy rate of their graduates...and to take action! The United States is part of both a global economy and a global workforce, and; competitively speaking, it no longer has the leading edge it once did. What are the choices? Put simply, the choices are to continue to lose ground in this global competition or to change the educational paradigms and to adopt, as part of the curricula for the 90's, those core skills which will prepare technologically literate graduates. ✦

> ***.....all core skills are the responsibility of all educators!***

➞

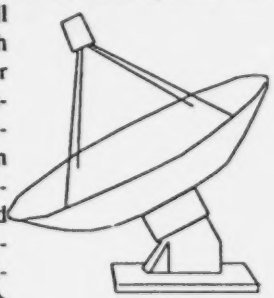
Also In This Issue:

- Women in Management Unit Available
- Staff Development Holds High Priority at WWTC
- Transforming Community Colleges Conference
- Mid Americia Conference
- Assessing Adolescent Involvement in Satanic Cults
- Mark's Mumblings
- Bits & Pieces
- Calendar of Events

ITV Instructor Workshop At Northcentral Technical College

On May 30, 31, and June 1, 1990, a workshop for VTAE instructors on "How To Teach Via ITV" will be held at the Wausau campus of Northcentral Technical College. Because many of the educational systems in the state are in the developmental stages of implementing Interactive Television Systems (ITV), the Wisconsin VTAE Media Consortium has put together a workshop to train instructors on how to use this technology for televising their instruction. The workshop focuses on the philosophy and methodology of distance learning technologies. The participants will have the opportunity to practice their teaching skills by using the ITV classrooms at NTC. David Bunting, director of telecommunications at Kirkwood Community College, Cedar Rapids, Iowa, will be the main presenter at the workshop. In addition, faculty who are experienced in using ITV, as well as students who have participated in the ITV classroom, will be part of the team.

In conjunction with the instructor workshop, there will be a one-day inservice on June 1, for administrators. This session will focus on the issues and concerns confronting educational institutions in developing a distance education system. The workshop will conclude with a session for both administrators and instructors on "ITV Challenges and Opportunities" on Friday, June 1.✦



Women in Management Unit Available

Recently a new unit entitled "Women in Management" was developed for use by business instructors at SWTC in Fennimore. The purpose of the unit is to introduce some of the special challenges confronting women in management positions. Information from businesses will be presented to point out the barriers and opportunities for professional women obtaining management positions.

1. Why are women needed in management?
2. Personal barriers to women in management.
3. Problems with women in management.
4. Problem solving skill development.

Several suggested learning activities, questionnaires, references, and informational handouts were developed for use with the unit. The unit can be used in any business course where studying the role of women in management would be advantageous.

It was developed by Joan Senn and Nancy Strohbusch in the Business and Marketing Division under the direction of Linda Bernhardt. The unit is available for distribution. Copying costs are $11.00. Contact Karen Campbell at SWTC, 608-822-3262.✦

Professional Development Exchange is published by CVTAE at UW-Stout. The newsletter is intended to provide a forum for exchanging ideas, activities, and resources for professional development and serves as a catalyst to nurture changes for excellence at the 16 Vocational Technical and Adult Education districts in Wisconsin. The success of this monthly newsletter relies on the input and cooperation of every district. To share your ideas, activities, and resources or to be put on the mailing list contact your local staff development person or:

CVTAE/UW-Stout
c/o Lorayne Baldus
218 Applied Arts
Menomonie, WI 54751
(715/232-1395)
Steve Schlough, Editor
Mark Strohbusch, Project Director
Lorayne Baldus, Assistant Researcher
Donna Decoteau, Project Secretary
Deadline for articles is the 3rd of the month.

Staff Development Holds High Priority at WWTC

Eighty-seven percent of the staff at WWTC, members of the WWVTAE District Board and members of the WWTC Foundation, Inc. Board of Trustees recently supported a Staff Development Fund Drive at the College which raised a total of $27,833. Forty-eight percent of retired WWTC staff members added their support to the campaign, along with a number of part-time staff and advisory committee members.

The successful drive indicates the staff's commitment to excellence, according to Henry Maly, Executive Director of the Foundation. "The ultimate purpose of staff development is to assist faculty and staff in their professional growth and development which will improve the education of our students," he said. "It is obvious by our staff members' financial support that they are dedicated to providing quality education." Maly called the staff's support "very exciting, particularly since there was such widespread participation."

Anita G. Smith, a retired faculty member who is now a full-time volunteer in the WWTC Foundation office, has coordinated the Foundation's annual Staff Development Fund Drive for the past three years. She attributed the success of this year's campaign to several factors, particularly to an increased realization of the need for staff development and how it will help staff members improve the quality of the jobs they are doing.

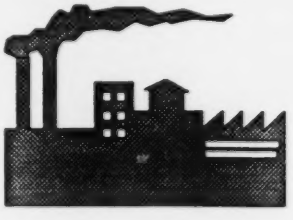
The WWTC Foundation Employee Improvement Program is designed to help the College provide professional improvement opportunities for its staff. This college year, $7,556 was allocated for staff participation in workshops and seminars. Twenty-eight staff were awarded mini-grants and fellowships, totaling $5,283.85. In addition, the Foundation provided $1,000 for workshops for part-time faculty who were required to attend specified workshops to maintain their eligibility to teach. Under "Special Projects," the Entrepreneuring Project was implemented in the 1988-89 college year. The Intrapreneuring Fund was approved to provide funds up to $500 for the intrapreneur to study, experience, design or innovate a project that has the potential to enhance education and services at WWTC. Four faculty have completed innovative projects this college year which were funded in the 1989-90 school year.

→

Western Wisconsin Technical College identified the importance of staff development in its Strategic Policy Statement, which reads: "WWTC shall promote and enhance the quality of its human resources by providing appropriate development opportunities for all staff." "The ultimate purpose of staff development is to increase student learning," said Margarita Cabral-Hayes, Academic Services Supervisor, adding that "the College has a high level of commitment of both personnel and finances to facilitate staff and development, thereby insuring quality education and quality instruction. "Staff members are being given opportunities to have greater job satisfaction and growth and to be the best employees they can be."✦

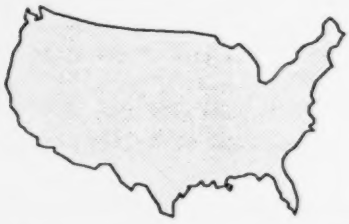
Computer Integrated Manufacturing Conference to be held at the University of Wisconsin-Stout

The Wisconsin Board of Vocational, Technical and Adult Education and the Center for Vocational, Technical and Adult Education, University of Wisconsin-Stout are conducting a staff development project to bring together the postsecondary VTAE technical colleges and the University of Wisconsin-Stout members who are working with Computer Integrated Manufacturing (CIM). Project participants will: discuss program content, identify areas that need further development, and determine how these programs can be articulated. In addition, the project will involve a sample of high schools that are working on CIM related programs in order to identify areas of articulation between high schools and postsecondary programs. The workshop will be held at the University of Wiconsin- Stout on June 6-7, 1990. Each district will be invited to send a representative. Information and registration forms will be sent to the Instructional Services Administrators at each district.✦



Mid- America Conference June 10-13

The 1990 Individualized Instruction Conference will be held in Appleton this year. Curriculum, instruction and staff development, motivational auditing, analyzing competencies to derive skills, team building, interactive television, and Computer Integrated Manufacturing are just some of the topics. Register before May 10, for $175. Registration information is available from Lynn Huhn, FVTC, 414-735-5600.✦



Assessing Adolescent Involvement in Satanic Cults

Moraine Park Technical College is sponsoring a seminar, "Assessing Adolescent Involvement in Satanic Cults," May 3, 1990, 9 a.m. - 4 p.m. at the West Bend Hotel in West Bend, Wisconsin. Frank Medina, a Law Enforcement Educator with the Beloit Police Department and a recognized authority on the occult, is the presenter. It is designed for counselors, educators, clergy, law enforcement officials, health professionals and funeral directors. Other vocational educators are also invited to attend. The deadline for registration is Thursday, April 26, with a registration fee of $35. For further information contact Pat Dulmes 414-334-3413.✦

MARK'S MUMBLINGS

Your response as to whether a state staff development meeting should be held was very positive. We obviously provided many choices as to the date to hold the meeting. Therefore, many different replies were returned as to the best date. Most respondents did select either May or June dates. Those who wanted May, stated that key individuals would be more available before the school year ended. Those who wanted June, indicated that there was too much scheduled already this spring, and with the wrap-up of the school year, another meeting would be difficult to attend. Both arguments have valid points. We have decided to hold the meeting on June 14, 1990, in Wisconsin Rapids. The preliminary agenda looks like this:

9:00	Welcome and Introductions Why coordinated staff development is crucial.
9:30	District Staff Development Committee Sharing How was it established, who participates, etc. SD plan developed, process used to establish plan, etc. How is money allocated.
10:30	Share 6-10 minutes on the best staff development effort your district has completed that is appropriate for coordinating or transfer, OR help other districts avoid a problem by sharing something you learned through failure or disappointing results.
Noon	Lunch
12:30	Questions and comments about morning presentations. What are some common needs in the system that need addressing regionally or statewide.
2:00	What direction can be provided for coordinated staff development efforts. Share 1990-91, inservice schedules to determine if similar needs exist for coordinated scheduling.
3:00	Evaluate and Adjourn

We will be sending registration material to each of the districts very soon. We hope you will be able to send a team from your district which would include: your staff development designee, a member of your staff development committee, and an administrator with staff development assignments. Comments or suggestions are welcomed; however, it is impossible to accommodate everyone regarding the date of the meeting.

Bits and Pieces

VTAE instructors and supervisors attending the seminars, Elements of Instruction and Instructional Supervision, were very positive in their evaluations of the content presented. Dr. Howard Lee, UW-Stout and Dr. Bill Mamel, Educational Consultant, were co-presenters at both conferences. The recommendation of the participants was to continue to offer these workshops. A consensus of comments indicated the training was very valuable and that it should be offered to all supervisors and instructors within the VTAE system.

Some comments were:

- Wonderful organization and material - Thanks!
- Information blended well with practical application.
- Very timely and good content.
- One of the few conferences where there was not "fluff."
- I have a lot of work to do in the next five years!
- I'll be a more effective supervisor.
- I received information, saw it in action and got to put it in action. This will help me be a better instructor.
- All districts need to have this model.

In a nutshell, the conference was rated as very worthwhile and a great success!

Transforming Community Colleges Conference

"Effectiveness and Student Success; Transforming Community Colleges for the 1990's" is the focus of the community college consortium of colleges in Canada and the United States to be held at Humber College, Toronto, Canada, June 24-26, 1990. Beverly Simone, District Director, Madison Area Technical College will speak to the group on the topic: "Student Success, an Illusion on a Reality?" A team representing administration, teaching staff and support staff from MATC will attend. The second annual meeting is designed to learn about state of the art concepts, practices, and techniques related to the improvement of the institutional and student performance, and creating change in the way colleges operate to improve student outcomes. For more information contact Carol Holmes, MATC, 608-258-2317.✦

CALENDAR OF EVENTS

May 2-3: **Academic Advising Conference**; Country Inn, Pewaukee, 8:00 a.m. (5/2) - 3:30 p.m. (5/3), Jung/Vasquez, WCTC, 414-691-5268.

May 2-3: **VTAE Evaluation Meeting**; Activity Calendar 1989-90, Inn Tower, Madison, Mahaffey, WBVTAE, 608-266-7848.

May 3: **"Assessing Adolescent Involvement in Satanic Cults"**; West Bend Hotel, West Bend, WI, 9 a.m. - 4 p.m., Fee $35, Registration deadline 4/26, Pat Dulmes, 414-334-3413.

May 3: **Challenges and Opportunities of a Changing/Aging Workforce**; D. J. Bordini Center, 5 Systems Lane, Appleton, Fee $40, Patti Frohrib, 414-735-4738.

May 7-8: **Interactive Video Developers Workshop**; FVTC, Appleton, Registration deadline 4/26, Fee $15, Ardythe Korpela, 414-735-5664.

May 22-23: **Conference for Emergency Medical Services Instructors/Coordinators**; Rib Mountain Howard Johnson Lodge, Wausau (specify VTAE EMS-1-800-654-2000), Fee $35, Registration deadline 4/23, Joyce Kosten, WBVTAE, 608-266-3379.

May 30, 31, and June 1: **How to Teach Via ITV**; Northcentral Technical College, Wausau campus, Fee $25, 6/1 Fee $7.75 (this covers the administrator workshop), Barb Cummings, NTC, 715-675-3331.

June 4-7: **Infusing Critical Thinking Skills Across VTAE College Curriculum**; CVTC, Eau Claire, Sponsored by CVTC and FVTC, Fee $65, Florence Erickson, 715-833-6200.

June 6-7: **Computer Integrated Manufacturing (CIM) Conference**; Registration of participants determined by VTAE districts, Registration deadline 5/9, UW-Stout, CVTAE, Howard Lee, 715-232-1382.

June 10-13: **1990 Mid-America Conference of the Midwest Association for Individualized Instruction**; Paper Valley Hotel and Conference Center, 333 W. College Ave., Appleton, Fee before 4/15 $175, after 4/15 $195, Lynn Huhn, FVTC, 414-735-5600.

June 14: **Staff Development Coordination Workshop**; Wisconsin Rapids, 9 a.m. - 3:30 p.m., place to be announced following registration May 16, Lorayne Baldus, UW-Stout, CVTAE, 715-232-1395.

July 16-20: **"Basic Soldering Rework and Repair" and "Surface Remounts and Repair"**; CVTC, Eau Claire, Jean Burns, WBVTAE, 608-266-0003.

Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
218 Applied Arts Building
Menomonie, WI 54751

PROFESSIONAL DEVELOPMENT

EXCHANGE

Professional Development Activities & Resources for Wisconsin VTAE Districts
published by ***Center for Vocational, Technical and Adult Education***, UW-Stout
Volume 1 Number 6 June, 1990

ASCD Professional Development Opportunities 1990

The Association for Supervision and Curriculum Development (ASCD) is sponsoring a series of summer national workshops exploring critical topics in education. They are designed to sharpen leadership abilities and build on expertise.

The Minneapolis Institute series will be held June 25-27, with fourteen institutes offered. Participants will be allowed to attend three of the fourteen one-day institutes. The professional staff development topics are:

- Building a Cadre of District-Based Trainers
- Interactive Presentation Strategies
- Implementing Mastery Learning
- Evaluating the Impact of Staff Development Training
- Designing Quality Professional Development Programs for Teachers and Administrators
- Change Strategies for Staff Development
- Coordinating a Comprehensive, Districtwide Staff Development Plan
- School-Based Staff Development
- Intervention Strategies for Students at Risk
- Design a Districtwide Plan for Students at Risk
- Helping At-Risk Students Become Successful Learners
- Managing Student Behavior
- Using Curriculum to Involve Parents
- Designing a Study Skills Curriculum

The registration fee is $265.00 for a member and $295.00 for a nonmember. The series is at the Holiday Inn-Downtown, Minneapolis, MN. There are additional charges for some programs. For additional information contact Lorayne Baldus, 715-232-1395.✦

State Staff Development Meeting on June 14

Plans are set for the first State Staff Development meeting at Mid-State Technical College in Wisconsin Rapids, Thursday, June 14, 9:00 a.m. -3:30 p.m. If you have not registered, it is not too late to phone in your reservation. Contact Lorayne Baldus at 715-232-1395 by June 8, for late registration.

We hope that all districts are represented at this first meeting. We did learn in our survey of the districts, that it would be difficult for some to attend after the school year ended. However, we did select a time that appeared best for most respondents, and hope all districts will be able to send at least one representative. Ideally, each district will send a small team that works with staff development.

"Staff development is more than courses & speakers. It is a planned, systematic, ongoing process." *Susan Gould*

We will be hearing from some people who are respected leaders → in staff development. Susan Gould, Assistant Director. Regional Staff Development Center (a consortium of schools and colleges in Kenosha and Racine counties for staff development), Ken Mills from NTC, and Merlin Gentz from FVTC will make presentations during the day. However, the majority of the day will belong to the district participants for sharing and discussion. Please be prepared to address the following issues: 1) Your staff development committee; its establishment, membership, meeting schedule, functions, planning process, allocation of funds, and review of accomplishments, and 2) A staff development effort that is successful and also could be appropriate to some or all of the other districts. Please limit comments to six to ten minutes on each topic so we can allow for questions and discussion. ✦

CVTC Futures Seminar Planned for August

David Zach will be the keynote speaker at Chippewa Valley Technical College, Eau Claire on Thursday, August 16, 8:30 - 10:00 a.m. in Room M103.

David Zach* is one of a few professionally-trained futurists in the United States, having earned his master's degree in Futures Research from the University of Houston. His bachelor's degree is in Political Science from the University of Wisconsin. His presentation, *An Owner's Guide to the Future: Vocational and Technical Education for the Year 2000*, is a down-to-earth guided tour of fascinating trends, changes and traditions that will be a part of life in the year 2000 and beyond. This information is gathered from a daily study of newspapers, magazines, books and interviews. This program is both to identify future probabilities and update people on current trends. He will relate this information to vocational and technical education for the year 2000. ✦ *Speaker arrangements are made by Continuing Educational Services (CES)™, Racine, WI.

CALENDAR OF EVENTS

May 22: **Wisline Conference for Nursing and Medication Coordinators;** Wisline (608)263-4737 - Conference Code 510247, Lois Hess, WBVTAE, 608-266-7992.

May 22-23: **Conference for Emergency Medical Services Instructors/Coordinators;** Rib Mountain Howard Johnson Lodge, Wausau (specify VTAE EMS-1-800-654-2000), Fee $35, Registration deadline 4/23, Joyce Kosten, WBVTAE, 608-266-3379.

May 30, 31, and June 1: **How to Teach Via ITV;** Northcentral Technical College, Wausau campus, Fee $25, 6/1 Fee $7.75 (this covers the administrator workshop), Barb Cummings, NTC, 715-675-3331.

June 4-7: **Infusing Critical Thinking Skills Across VTAE College Curriculum;** CVTC, Eau Claire, Sponsored by CVTC and FVTC, Fee $65, Florence Erickson, 715-833-6200.

June 6-7: **Computer Integrated Manufacturing (CIM) Conference;** Registration of participants determined by VTAE districts, Registration deadline 5/9, UW-Stout, CVTAE, Howard Lee, 715-232-1382.

June 10-13: **1990 Mid-America Conference of the Midwest Association for Individualized Instruction;** Paper Valley Hotel and Conference Center, 333 W. College Ave., Appleton, Fee before 4/15 $175, after 4/15 $195, Lynn Huhn, FVTC, 414-735-5600.

June 11-15: **Preparing Students for the World of Work Through Vocational Curriculum;** Williams Restaurant, New Richmond, WI, 8:00 a.m. - 3:00 p.m., Nancy Graese, CESA 11, 715-639-4201.

June 14: **Staff Development Coordination Workshop;** Wisconsin Rapids, 9 a.m. - 3:30 p.m., place to be announced following registration May 16, Lorayne Baldus, UW-Stout, CVTAE, 715-232-1395.

June 18 - 22: **Preparing Students for the World of Work Through Vocational Curriculum;** Williams Restaurant, New Richmond, WI, 8:00 a.m. - 3:00 p.m., Nancy Graese, CESA 11, 715-639-4201.

July 9 - August 2: **Elements of Instruction (190-570);** UW-Stout Summer Session (Monday - Thursday, 1:30 - 3:20 p.m.), Instructor, Howard Lee, CVTAE, 715-232-1251.

July 16-20: **"Basic Soldering Rework and Repair" and "Surface Remounts and Repair";** CVTC, Eau Claire, Jean Burns, WBVTAE, 608-266-0003.

August 16: **An Owner's Guide to the Future: Vocational and Technical Education for the Year 2000;** CVTC, Eau Claire, Room M103, 8:30 a.m. - 10:00 a.m., Roger Schaefer, 715-833-6200.

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MARK'S MUMBLINGS

The first project year is quickly coming to a close for the Coordinated Staff Development Project. To begin planning the final report, we have pulled various materials together that we have worked on since October 1. For your information, the following have been addressed and have provided valuable background information, or have been initial efforts to facilitate the coordination of staff development in the VTAE system.

1. District staff, including administrators, coordinators,and instructors, were asked to 1) provide their views as to the major areas of emphasis in their division/department/district, 2) provide ideas about SD needs that would be appropriate for coordination in the system, and 3) list key resources they would recommend to others. Numerous responses were provided from most districts, with many well thought out remarks.

2. The project staff traveled to districts to meet persons involved in staff development. This opened lines of communication and provided background of the districts' philosophies and progress in staff development efforts. Nearly all contacts enthusiastically endorsed the project mission.

3. Six editions of the "ExChange" newsletter were published and distributed in the system. Districts provided input for the publication and hopefully all districts benefited in some way from the sharing that began utilizing this medium.

4. The project staff reported to the Stout Advisory Committee three times during 1989-90, as to the progress being made and the plans for the future.

5. SD contact people were surveyed in February regarding their 1990-91, in-service schedules. The plan was to collect information and look for possibilities for sharing of speakers, etc. However, only seven of the sixteen districts responded, and the information provided indicated that the districts were not able to provide enough detail for the project staff to be of help for 1990-91.

6. A focused needs assessment of instructors was piloted with business and marketing instructors at SWTC in February. In April, business and marketing instructors at MATC-Madison, WWTC, CVTC, MSTC, and the balance of SWTC were surveyed. More focused needs assessment is planned for 1990-91.

7. The project staff determined a need for a state SD workshop. This has been set for June 14, in Wisconsin Rapids. It appears that at least eleven of the sixteen districts will be represented.

8. Much thought and some planning have gone into establishing a data base to include SD resources, beginning with the information provided for the first six editions of the newsletter.

We feel the year has been valuable, knowing full well that even more could have been accomplished. As usual, we welcome your reactions to the above and would appreciate suggestions for next year. We thank all who contributed by responding to our many requests.

Elements of Instruction Course at UW-Stout

An inservice seminar, Elements of Instruction, will be offered at the University of Wisconsin-Stout, July 9 - August 2, 1990. The course will run Monday through Thursday, 1:30 - 3:20 p.m.

People who have attended past seminars have been very enthusiastic about the course and have asked that it be offered for all VTAE districts. Elements of Instruction is based on the premise that effective instruction is directly related to recruitment, retention, placement and overall program effectiveness.➡

This course consists of techniques from researched topics as applied to vocational, technical, and adult eduction. Topics include: teach to an objective; selecting objectives at the correct level of difficulty; monitor and adjust; and principles of learning including motivation, retention, transfer, set, active participation, reinforcement and closure.

For additional information contact Howard Lee, UW-Stout, 715-232-1251.

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Bits and Pieces

"How about a "Dear Abby" column?" This conversation with Esther Adams of Southwest Technical College brought a few laughs, but maybe we do need a "Do you have an answer to ....." column.

Many have commented favorably on the "ExChange" newsletter. A synopsis of the comments include:

"The format is great. I can scan quickly and read those articles of interest to me."

"The publication of future events is helpful and they are timely so that we have an opportunity to make plans for attending."

"I hope this newsletter continues. It provides useful information."

"The articles about individual district seminars and inservice events are interesting. It is good to know what is happening in districts across the state."

Visits to individual districts have been helpful to project staff. We have learned many things, met a lot of great people, and gained a tremendous respect for the many innovative educational programs occurring within the VTAE system. As we spoke to adminstrators and supervisors across the state, a common pattern of staff development needs emereged. One is a need for training in pedagogical skills for VTAE teachers, particularly those who have technical skills, but not training for teaching. This seems to be an area where a coordinated effort, to provide dynamic, technical training in teaching strategies, curriculum, design and evaluation, would be beneficial.

Another comment heard frequently is the need for training in management skills. Many colleges are using lead teachers in supervisory roles and many are moving into management. They have been trained in subject matter areas, but not in management techniques. Specific needs mentioned are interpersonal skills, staff evaluation techniques, coping skills in changing organizational patterns and an introduction to the systems used in the colleges.

Many other specific suggestions have been made and these have been noted as suggestions for future inservice workshops. Thank you for sharing your ideas with us.

It has been a pleasure working with your this year. Have a great summer and we look forward to working with you again. *Lorayne Baldus*

The 20-20 Vision Becomes a Reality

Madison Area Technical College will have a weekly seminar this fall to enhance teacher's use of critical literacy strategies in the classroom. Twenty teachers have been given 20 percent release time to collaborate in a three hour weekly seminar and work with consultants on critical literacy theory and practice. During the semester, following their release for the seminar, they will finish major restructuring of one of their courses to utilize the critical literacy techniques. Two mentors will be chosen from the group to have 20 percent release time the second semester to help teachers implement critical literacy strategies.

This seminar plan is based on the achievements of Oakton Community College (Des Plaines, Illinois), and will be including some of their experienced teachers in workshops at MATC. "Critical Literacy" is a cluster title for a wide range of old and renewed classroom strategies. It includes such areas as; writing across the curriculum, Socratic questioning, learning styles, creative and critical thinking, reading intervention strategies, and systematic problem solving.

Or, to look at it from the other side, it attempts to leap beyond "read the chapter" and "listen to the lecture." Nothing new about criticizing the lecture mode, but here are positive and effective tools for creative pro-active learners. It is a big picture approach combining all sorts of techniques that, for years, have empowered learners to be more self-reliant. In proportion, as such methods are used, colleges can progress beyond mere educational bulima.

The project is made possible by generous funding by ....no, not a distant foundation, but by the District 4 Board. After an all day inservice in January by teachers from Oakton Community College, District Director Beverly Simone encouraged the Staff Development Committee to prepare plans and budget requests for the Critical Literacy Seminar. Academic Deans endorsed our budget requests and provided the last minute schedule shuffling that made it a reality. The twenty participating teachers represent eight departments in the college and the benefits will be widespread and diverse. We'll keep you posted. For more information contact Bill Kilgour, MATC, 608-246-6546.✦

VTAE Equity Network Seminar

The third training session of the VTAE Equity Network Building Gender Fairness Project, conducted by CVTAE, UW-Stout, was held April 23-24, 1990, at the Holidome in Stevens Point. It focused on strategies for planning. Dr. Shirley McCune, McRel, Denver, Colorado, facilitated planning for the infusion of equity into district strategic planning. Dr. Howard Lee, Center for Vocational, Technical and Adult Education, UW-Stout, addressed staff development as a strategy for equity, and Dr. Kenneth Mills, Northcentral Technical College, spoke on affecting institutional change. District equity network teams are currently working on plans for the infusion of equity into selected areas of district planning for the year 1990-1991.

In Dr. McCune's dynamic presentation several points in staff development were made. She stated that the classroom is the key issue. Central to this is "Power Teaching, " a teaching method developed by McRel, that gives administrators and teachers strategies to devise and implement good curriculum and raise student achievement.

The need is critical, according to Dr. McCune. Eighty percent of the workforce will be minorities, women and immigrants by 1995. She questioned how we were going to train and keep these workers. She pointed to research, stating the poverty level had jumped with people unable to support a household. Twenty-two percent of the labor force will be higher income with excellent training and options. The middle income would be twelve percent of the jobs with the gap becoming wider. Of the four largest employers; McDonalds, United States Government, Burger King and Sears, only the Government will not be automated. Schools need to intervene for better training and the sooner the cheaper!

The need is to develop programs that are visionary and to translate these visions into concrete behaviors. Critical in this process is to have action plans in place. She said that leadership is selling vision and it can be done - "Kids need options - Increase those options!"

Dr. McCune is an excellent speaker and trainer. We highly recommend her for staff development inservice activities. For more information, contact Lorayne Baldus, 715-232-1395. ✦

Preparing Students for Work in a New Century

"Preparing Students for the World of Work Through Vocational Curriculum," is the title of the third phase, a two week workshop for vocational instructors in Wisconsin Indianhead Technical College and the secondary schools in CESA #11. The meetings are open to other districts and will be held at the Willows Restaurant in New Richmond, WI from 8:00 a.m. to 3:00 p.m., June 11 - 15, and June 18 –22, 1990.

The purpose of the Vocational Curriculum Project is to:

- Heighten awareness of the need for vocational education to change.
- Develop an openness to change and to risk taking.
- Begin to examine new paradigms for vocational education.
- Begin to examine new ways for articulation between secondary and postsecondary vocational programs.
- Foster communication among vocational programmers.

Three graduate semester credits are available through UW-Stout for this course. Participants may register for individual days. The daily registration fee of $50.00 includes lunch. Dates and titles are as follows:

June

11 - 12	Critical Thinking Skills into the Curriculum
13	Future Direction for Restructuring Vocational Education
14	Expanding the Concept of Work in Wisconsin's Vocational Education Programs
15	Developing Missions in Vocational Education
18	Traditional and Emerging Views of Curriculum in Vocational Education
20	Expanding the Concept of Work in Wisconsin's Vocational Education Programs and The Wisconsin School District Standards: Implications for Vocational Education
21	A Teacher's Viewpoint: Program and Curriculum Change
22	Local Planning and Curriculum Development

For additional information contact Nancy Graese, CESA 11, Elmwood, WI, 715-639-4201. ✦

Appendix E

Letter and Inservice Speaker Survey

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION

715-232-1382
February 12, 1990

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

Mailed to attached list of district contact people

Dear

Greetings from Menomonie! We hope your 1990, is off to a good start and that staff development in your district is progressing as you had planned for 1989-90. We certainly have been impressed with all that is going on in the VTAE system. By travelling from district to district we have viewed staff development through your eyes, at least to some degree. Truly, the greatest difficulty for us so far is to sort out those activities that fit into the "coordinatable or sharable" categories. We certainly are putting a great deal of effort into this and will continue in this pursuit throughout the project year. We sincerely hope the "ExChange" newsletter is helpful to you and your staff. We thank you for your role in making sure your district is continually contributing to this communication document.

Your continued help is needed in attempting to cut costs involving large group staff inservice meetings. Many of you have said that it is very possible that costs could be kept down if districts were aware of other district's schedules (dates) and themes for inservice programs. Obviously, if districts are planning to use the same speaker, multi-stop contracts could be arranged, or one district could host an inservice for one or two neighboring districts. The attached survey is intended to collect this information from your district so we can begin coordinating your efforts. We were told at our recent advisory committee meeting in Madison that most districts are now determining themes for 1990-91, and that you also have a relatively close estimation of dates of your inservice days for next year.

Please respond as quickly as you can, but return the form no later than February 20th. If additional information will be available at a later date, please note this on your survey and inform us at that time. Also, feel free to call either of us to discuss this issue further.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

218 Applied Arts Building
(715)232-1382

Enclosure

cc: James Urness
Lou Chinnaswamy

UNIVERSITY OF WISCONSIN-STOUT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION UNIVERSITY.

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James Urness
Wisconsin Board of VTAE
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PO Box 7874
Madison, WI 53707

Center for Vocational, Technical and Adult Educaton
Professional Development Coordination Project

1990-91 VTAE DISTRICT INSERVICE SPEAKER SURVEY

DISTRICT _____ SURVEY COMPLETED BY _____

	DATE(S)	TIME(S)	THEME(S)	SPEAKER DETERMINED
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

PLEASE MAKE EXPLANATORY COMMENTS ON THE BACK OR ATTACH OTHER SHEETS

Appendix F

Business and Marketing Division Needs Survey

and

Results of that Survey

«DATA Business & Marketing Labels»
CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

April 24, 1990

«line 1»
«line 2»
«line 3»
«line 4»
«line 5»

Dear «salutation»:

Enclosed find the survey that I recently described to you in our telephone conversation. As you will recall, our intent is to learn from a selected group of VTAE staff what their perceptions are regarding coordinated staff development efforts and needs. Also enclosed is a brief overview of the project which might be helpful in the distribution of this survey.

We have sent the number of copies you indicated that would be needed to survey your staff. Please distribute these to your staff at your earliest convenience and ask that they return them to you so they can be sent to our office by **May 18**. Thank you.

If you have any questions about the survey feel free to call either of us at 715-232-1395.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

VTAE Professional Development Coordination Project
218 Applied Arts Building

dmd

Enclosure: Survey
Project Overview
Self-addressed Envelope

UNIVERSITY OF WISCONSIN-STOUT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION UNIVERSITY

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University of Wisconsin-Stout
Center for Vocational, Technical and Adult Education

Business and Marketing Division
Needs Survey

As you assess your program, your assignment, and your knowledge and skills in this field, what are your thoughts about the need to update and upgrade yourself to insure the program is appropriate for future students.

1. List specific areas of training needs that are of concern to you. (These may have been brought to your attention in your professional organizations, trade journals, or through discussions with your counterparts in business and industry.)

   a.

   b.

   c.

   d.

2. Indicate the opportunities available for you to update your program and/or technical skills in the above training area categories. Be specific. Include names of resource people, workshops, and locations.

   a.

   b.

   c.

   d.

3. Should more cooperative efforts be set up in the state VTAE system to help you? (circle one) Yes No

   Comments:

   a. Should more speakers/workshops/seminars be brought to the state for the benefit of all districts? (circle one) Yes No

      Comments:

   b. Should more vendors be invited to local districts, and all other districts be invited to utilize their expertise? (circle one) Yes No

      Comments:

   c. Other:

   d. Other:

4. Are you allowed and/or encouraged to participate in staff development activities? (circle one or both)

   Allowed? Yes No

   Encouraged? Yes No

   Explain:

5. Indicated other thoughts you have that we may be able to use in a VTAE cooperative staff development effort.

_____ _____

Staff Member (Optional) Technical College

_____

Date

Business Marketing Division Needs Survey - Question 1

TRAINING NEEDS	District 1	District 2	District 3	District 4	District 5
DOS	1		3		
Word Processing	2		3	2	
Spreadsheets	1		3	2	
Accounting Software	2		3	2	
DAC Easy	1				
Peachtree Accounting Package	1				
Office Automation	1				
Desktop Publishing	2		3	1	
Update in Computer Software	2	3	1	1	
Data Base Software	1		3	2	
Entrepreneurship	1		1	1	
Core Marketing Curriculum	1			1	
Legislative Updates	1		3	1	
Tax Law Changes (Auditing)	1		3	1	
Need Better Updates from State	1		3	1	
Real Estate & Assesors Changes	1				
Designing Curriculum & Methodology	1		1	2	
Methods of Teaching Adults	1				
Technology as Related to Teaching	1	1		3	
IBM A5400		6			
RPG Programming & Operations		1			
Work Experience Opportunities		1	1		
Computer Training (PC)		2	1	3	
UNIX		2			
Connectivity/Networking		1		1	
4th Generation Languages & Programming		3	2		
System Analysis & Case Studies		1			
Better Training on New Equipment		1	1		
Relational Data Base		1			
SQL		1			
Software Related to Legal Profession		1			
Marital Property Law Update		1	3		

TRAINING NEEDS (continued)					
Hypergraphic Software		1			
Case Tools		2	1		
Business Forecast Training			1		
Current Business Practices			1	2	
Employee Problem Mgt.-Drug, Alcohol, Equity			1		
Hard Disk Management			3		
Use of Tools in Decision Making			1		
District Job Trends			1		
Advance System Development Techniques			1		
Development of Computer Applications			1		
None Needed			2		
Knowledge of Telecommunications			1	1	
Certification				1	
Psychology Graphics of Students				1	
Mastery Level Learning				1	
Conflick Resolution				1	
Student Alcohol/Drug				1	
Wellness				1	
International Marketing & Economics					2
Transformation of Am. - Quality Circle					2
Courses & Text Techniques in State VTAE					1
LANS					1
Certification					1
Advanced Degrees					3
Updating in Data Processing					3
Business Experience					1
Computer Use in Small Business					1
Types and Use of Shorthand					1
Telephone Skills					1
Mailing Processes					1
Object Oriented Programming					2
Critical Thinking					2

BUSINESS AND MARKETING DIVISION NEEDS SURVEY

Question 2 - Indicate the opportunities available for you to update your program and/or technical skills in the above training area categories. Be specific. Include names of resource people, workshops, and locations.

District 1

computer software class (looking)
Rita Baldus - NTC
WVA Conv., UW System workshops, vendors of publishing companies
occupational experience, state program development meetings
Larry Sagen, Pat Hansen, Real estate AD instructors - for other districts
TPS - tax seminar, state called meetings
fashion workshop (state), field trips
Wisconsin Bankers Association
WME update and fall conference, National Marketing Education Council

District 2

IBM classes, university classes
main campus opportunities, not in outreach
none formal, use some area businesses
workshops are available, funds are not
various vendor courses, but they are expensive and far away
fall/spring inservice, seminars
software sales representative, Westlaw training centers, PESI or Bar workshops
I need a pass key to work on computers
none
none
UW-Eau Claire, UW-Stout, PC software
two new floating inservice days, Professional Demonstration Grant - computer teachers
IBM Minneapolis

District 3

workshop at MATC on software, advisory committee for each program
some at MATC
MATC staff training, private computer store training, university classes
in-house
not aware of any
some textbooks may cover staff development, but cannot use more than one text
blank
FASB updates, WAA annual meeting, update from UW extension
DPMA monthly meetings, trade journals, go to one conference per year
WICPA, AICPA
MATC courses, businesses offer training, but too expensive
high priced workshops and seminars in Chicago and Milwaukee
WICPA seminars
seek out my own material for updating, professional publications
blank

courses taught at MATC for "C" programming, courses on CASE tools, changes in systems analysis and design

District 4

publishing companies, paradign - July, Brainerd, MN
National Association of Accounting seminars, annual conference, UW Extension tax seminars, university
Wisconsin Marketing Education update AVA, WVA, various classes
difficult with limited time and resources, not assistance at level requirement - self trained
book sales people, staff, graduates of program now employed
university courses, cooperative work experience, professional workshops and conference, Chamber of Commerce leadership program
blank
university course, private workshops, technical college offerings, book company workshops

District 5

programs that are relative to a particular program rather than a general approach
some additional funding in a personal level
there is opportunity for work experience, but not necessarily as a paid employee

Question 3 - Should more cooperative efforts be set up in the state VTAE system to help you?

Yes - 31
No - 10
Question - 1

Question 3 (a) - Should more speakers/workshops/seminars be brought to the state for the benefit of all districts?

Yes - 33
No - 11
Question - 1

Question 3 (b) - Should more vendors be invited to local districts, and all other districts be invited to utilize their expertise?

Yes - 34
No - 6
Question - 2

Question 4 - Are you allowed and/or encouraged to participate in staff development activities?

Allowed

Yes - 43
No - 0
Question - 1

Encouraged

Yes - 34
No - 5
Question - 2
Compulsory - 1

Appendix G

Staff Development Workshop

Letters

Agenda

Registration Form

Evaluation Form and Results

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

March 27, 1990

See attached list of those receiving this letter

Dear (salutation):

Several Instructional Services Directors have indicated they would like a statewide staff development meeting to share the individual district's professional staff development plans, focus, and method of implementation. In response to this suggestion, a one day workshop will be planned to address the following possible issues. These are simply suggestions and you may have others you would like included.

- Current Staff Development Focus
  - What is currently planned?
  - How are committees formed; the structure, function organization?
  - District philosophy regarding staff development
  - Allocation of money
- Are there common staff development needs among districts?
- Determine a direction for a coordinated staff development effort.

Plans are to hold the meeting in a central location so that most persons attending could drive to the meeting in the morning and return that same day. One suggestion has been to hold the meeting on May 9, 1990, in conjunction with the Instructional Services Directors meeting at Green Bay, Wisconsin on May 10, and 11. An enclosed survey presents other possible dates and location preferences.

Participants might be the Instructional Services Director or other administrators who have staff development responsibilities and/or two or three staff persons who are designated to staff development activities. Please note that this letter is being sent to you with copies to other staff persons who have been designated as contacts for this project.

Enclosed is a survey form for you to indicate date and location preference, possible participants, and space to indicate suggestions for discussion topics.

UNIVERSITY OF WISCONSIN-STOUT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION UNIVERSITY.

Please complete the form and return by April 6, so that final plans can be made. We will notify you the week of April 9-13, of the date selected.

Thank you for your support of this effort.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

VTAE Professional Development Coordination Project
218 Applied Arts Building
(715)232-1395

dmd

Enclosure

cc: James Urness, WBVTAE

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PROFESSIONAL STAFF DEVELOPMENT COORDINATION MEETING
Survey Form

DATE: Please indicate by number (1-3), in order of preference

May 2 _____ May 3 _____

May 9 _____

May 16 _____ May 17 _____

June 13 _____ June 14 _____

June 19 _____ June 20 _____ June 21 _____

LOCATION: Please indicated by number (1-3), in order of preference

Wausau _____ Green Bay _____

Wisconsin Rapids _____ Stevens Point _____

PARTICIPANTS:

1. _____ _____ _____
Name Title Telephone

_____ _____ _____
Street Address City and State Zip

2. _____ _____ _____
Name Title Telephone

_____ _____ _____
Street Address City and State Zip

3. _____ _____ _____
Name Title Telephone

_____ _____ _____
Street Address City and State Zip

SUGGESTIONS FOR TOPICS OF DISCUSSION:

RETURN By April 6:

Lorayne Baldus
University of Wisconsin-Stout
218 Applied Arts Building
Menomonie, WI 54751

«DATA Prof. SD Seminar Mailing Labels
CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

April 17, 1990

«line 1»
«line 2»
«line 3»
«line 4»
«line 5»

Dear «salutation»:

The Staff Development Coordination Workshop will be held in Wisconsin Rapids, June 14, 1990, from 9:00 a.m. to 3:30 p.m. The specific location of the meeting has not been determined, but you will be notified upon receipt of your registration. It was difficult to choose a date for this workshop as both May and June presented scheduling problems for the districts. June 14, appeared to be the best choice for most respondents and we apologize to those persons who find this date inconvenient for them.

Enclosed is a registration form. You are the only person from your district to receive this letter with a registration form. Please determine the members of your team and include their names on the form and return it in the enclosed, self-addressed, stamped envelope by May 16. We hope that each district will send a team or at least one representative.

The time has been planned so that most participants will be able to attend the meeting without overnight expense. Lunch will be provided through project funds, but travel and other meal costs will be at the district's expense.

The workshop will be informal in order to provide an opportunity for dialogue between participants. Each district will have an opportunity to give a short presentation, approximately six to ten minutes in length, on the structure and focus of their staff development committees. The feeling is that much is going on within districts and this is an opportunity to learn from each other.

We look forward to working with you.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

Professional Staff Development Coordination Project
218 Applied Arts Building

Enclosure: Registration Form
Agenda

cc: «cc1»
«cc2»
«cc3»
«cc4»

UNIVERSITY OF WISCONSIN STOUT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION UNIVERSITY

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«DATA Prof. SD Seminar Mailing Labels»

May 18, 1990

«line 1»
«line 2»
«line 3»
«line 4»
«line 5»

Dear «salutation»:

The Staff Development Coordination Workshop will be held in Wisconsin Rapids on Thursday, June 14, 1990, at Mid-State Technical College, Industrial Building, classrooms 109-110. The day will begin at 9:00 a.m. and we will conclude activities at 3:30 p.m.

Susan Gould, Assistant Director of the Regional Staff Development Center, will speak to the group about the consortium arrangement among K-12 and postsecondary colleges in Kenosha and Racine counties. This consortium was formed in 1983 and is now a regional center funded by all participating schools.

We are hopeful that your district is planning to send a team of two or three people (or even one!) who can represent you in discussing staff development matters. We realize the middle of June is difficult for many people and some have conflicting schedules. We are sorry we could not have found a time convenient for all districts as we know that districts have much to share.

We have attached another registration form for you to send. If you have not already sent in your registration, please do so as we need the information for lunch and refreshment numbers, room size, and small group composition. Project funds cover food costs. Enclosed you will find:

1. Registration form - **return by May 25**
2. Agenda
3. District Staff Development report form
4. Map of Wisconsin Rapids and Mid-State Technical College
5. Listing of hotels/motels with room rates and telephone numbers

Please note the report form suggesting topics for district reports. The items on this form, if addressed prior to the meeting, will allow us to stay on task during the day. As you can well imagine, the agenda for the day is very packed.

Thank you for taking the time to prepare for the staff development discussion. As Bill Kilgour from Madison Area Technical College said, "We have many issues to discuss and we need time to do it!"

We look forward to working with you on June 14.

Sincerely,

Mark Strohbusch
Project Director

Lorayne Baldus
Assistant Researcher

VTAE Professional Development Coordination Project
218 Applied Arts Building

Enclosures

cc: James Urness
«cc1»
«cc2»
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PREPARATION SUGGESTIONS FOR STAFF DEVELOPMENT WORKSHOP

Mid-State Technical College
June 14, 1990

Most of the workshop time is allocated to district sharing. As you will note in the agenda, time has been allocated for a large group presentation and an opportunity for small group discussions. The thought is to share through the large group presentations what staff development activities and structures are currently in use. Time is limited, so we will have about ten minutes per presentation depending upon the number of districts presenting.

Some of the topics you may want to address in your presentation are:

- District philosophy of staff development
- Committee or administrative position
- Staff development model; structure, function, organization
- Current staff development focus
- Funding: allocation of money
- 1990-91 staff development plans and focus
- Successful programs/speakers/etc.
- Licensure, certification, and degree emphasis

The small group discussion will focus on staff development needs as perceived by the districts. Small group discussion may be approached in two directions.

- Professional needs
- Technical needs

This can further be categorized according to the best delivery system; district, regional, state-called sectional meetings, or a statewide coordination effort.

We anticipate that needs statements will develop through discussion. They are meant to reflect on the current and future status of district staff development issues.

We hope this day of sharing will be beneficial to all participants.

AGENDA
PROFESSIONAL STAFF DEVELOPMENT COORDINATION WORKSHOP

June 14, 1990
8:30 a.m. - 3:30 p.m.
Mid-State Technical College
Wisconsin Rapids, Wisconsin

8:30 - 9:00	Registration
9:00 - 9:05	Welcome - Dr. Max Farning, MSTC, Mark Strohbusch, CVTAE (UW-Stout)
9:05 - 9:15	State Initiatives - James Urness, WBVTAE
9:15 - 9:25	Overview of Staff Development in VTAE System - Dr. Kenneth Mills, NTC
9:25 - 10:15	Positive Principles of Staff Development Susan Gould, Assistant Director, Regional Staff Development Center
10:15 - 10:30	Refreshment Break - Informal Discussion
10:30 - 12:00	District Staff Development Presentations; questions and discussions
12:00 - 12:45	Lunch - Staff Development Coordination Project Report, Mark Strohbusch, Lorayne Baldus
12:45 - 1:30	District Staff Development Presentations (continued)
1:30 - 2:00	"VTAE Staff Development Needs for the 1990's" - small group discussions
2:00 - 2:15	Refreshment Break - Informal Discussion
2:15 - 3:00	Direction for Coordination of Staff Development - Sharing of Small Group Discussions
3:00 - 3:20	"Where do we go from here?", Dr. Merlin Gentz, FVTC
3:20 - 3:30	Wrap-up and Evaluation

REGISTRATION FORM

PROFESSIONAL STAFF DEVELOPMENT COORDINATION SEMINAR

June 14, 1990
8:30 a.m. - 3:30 p.m.
Mid-State Technical College
Wisconsin Rapids, Wisconsin

The following participants will attend:

1. _____ _____
Name Title

_____ _____
Address Telephone

2. _____ _____
Name Title

_____ _____
Address Telephone

3. _____ _____
Name Title

_____ _____
Address Telephone

4. _____ _____
Name Title

_____ _____
Address Telephone

Please return by **May 25**, to: Lorayne Baldus
University of Wisconsin Stout
Center for Vocational, Technical and Adult Education
Professional Staff Development Coordination Project
218 Applied Arts Building
Menomonie, WI 54751
715-232-1395

Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
Professional Staff Development Coordination Workshop
June 14, 1990

EVALUATION FORM

Please rate the sessions:	Not Helpful					Helpful
1. Positive Principles of Staff Development Susan Gould, Assistant Director Regional Staff Development Center	0	1	2	3	4	5
Comments:						
2. District Staff Development Presentations	0	1	2	3	4	5
Comments:						
3. VTAE Staff Development Needs for the 1990's	0	1	2	3	4	5
Comments:						

4. The most worthwhile part of the day was -

(over)

5. The least valuable part of the day was -

6. Should meetings of a similar nature be held in the future?

7. What other staff development needs do you have?

8. Other comments:

Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
Professional Staff Development Coordination Workshop
June 14, 1990

Evaluation Comments

1. **Positive Principles of Staff Development**
   Susan Gould, Assistant Director
   Regional Staff Development Center

It was enlightening to learn of the existence of such a center. It would be wonderful if this could be duplicated in our area.

Neat concept - has a multitude of applications

Well organized, informative, interesting ideas, triggered more thoughts.

Interesting concept.

Very Informative.

Would like to see more of these developed.

Helpful idea.

Interesting model similar to H.S. articulation for Adv. Standing in Dane County.

Some very good substance to what she shared. We need to talk more on how staff development can and should address those different career stages that Sue covered. Excellent linkage to K-12. Recommend you try to get her on the WVA Convention agenda as a breakout session.

2. **District Staff Development Presentations**

This provided a wealth of information to be able to take back to my own district.

Excellent chance to exchange ideas.

Too long - too ambitious, good ideas but not enough time - limit to certain schools.

Wonderful, wonderful sharing process.

Restrict to one person per district reporting.

Some were, some were not. Especially impressed with Lakeshore.

Should have only been allowed to report what already hadn't reported. Too long.

Great ideas. Lets continue, especially in person, questions/answers and networking.

Got many new ideas.

Gave a variety of ideas to incorporate in a staff development program: topics and procedures.

I wish districts had shared samples of workshop/training brochures or titles, method of delivery, costs, etc. I would like more time to learn the nuts and bolts of how others provide staff development. This session merely scratched the surface. Shame on those 6 districts that didn't attend.

3.VTAE Staff Development Needs for the 1990's

I hope we get a summary of what was reported during this session.

We discussed several "things" - but didn't focus on an action plan. Not meant as a criticism as we had much to do today.

Too brief.

Great chance to share information and bounce ideas off of each other.

Culminated in excellent suggestions for future coordination.

Interesting way of sharing needs as seen from different perspectives.

Excellent conclusions came from the groups, but we were too rushed. We could spend a whole day following up on the flow sheets- e.g. How do we improve the methods of offering staff development; How do we improve the image of staff development; How do we improve The communication systems for staff development; How can we coordinate inter-district efforts, etc, etc, etc. Let's get to the application of our ideas and come up with results.

4. The most worthwhile part of the day was -

The sharing of information with the other districts.

Sharing.

Informal networking.

Small Group Sharing.

Sharing what was happening in every district.

All was good and of equal value.

District staff development presentations and staff needs exercises.

VTAE Staff Development Needs for the 1990's was most beneficial.

District sharing.

Everything but small group time.

Handouts of ideas - speakers listening.

The staff development exchanges by the attendees.Sharing of ideas by the districts.

Hearing ideas, efforts from individual districts.

Sharing of what is currently being done and how each is being identified and implemented
a. Staffing
b. Procedures
c. Resources

There was great value in every part, but I wanted more of every part too. I valued the commitment shown by assistant directors (especially Ken Mills) to what must be done for VTAE employees.

5. **The least valuable part of the day was -**

Not enough handouts brought by districts to <u>really share</u> what they're doing. We all made it sound too good to be true. I would like to hear problems shared also, not just what we do. I can't believe we're the only district with problems in offering staff development or satisfying staff. Susan's wheel (career frustration and stable/stagnant) has to be addressed for us to get anywhere on improving the image.

Regional center operation.

Presentation during lunch interrupted networking possibilities.

None. Learned throughout the session.

Small group time.

Discontinue working lunches.

Formal speakers.

Not enough time.

All was important.

The sharing from each district, far too long, no time for discussion.

Not having enough time for each districts presentations. Would have liked more time for questions.

6. **Should meetings of a similar nature be held in the future?**

Absolutely! We are wasting energy re-inventing the wheel. Meetings are expensive, but we need more interaction. so why not set up teleconferences on WISLine to accomplish idea sharing throughout the year, and then have a face to face meeting to share materials and do some problem solving.

Definitely support future meetings of this type.

Not necessary, but definite communication between Staff Development staff.

Definitely!

Should be done on a regular basis. State-wide Staff Development committee?!

Absolutely!

OK

Yes (4)

Very definitely

Yes, at least twice a year.

Be annual.

Yes but on specific topics. Give us a problem and let us work out solutions.

Yes please, A day and a half would allow more time for discussion.

7. **What other staff development needs do you have?**

"Needs" can be interpreted two ways - as we saw in the groups. One group interpreted "needs" as skills that need to be addressed through staff development. The other 4 groups saw "needs" as barriers to address in implementing effective staff development. We need to clarify what we're trying to deal with because they aren't the same thing. I'd like to see us address both. We can easily share the skill information by sharing needs assessments and brochures through the mail. The barriers issue can be discussed in problem-solving groups with recommendations compiled in a final report and shared with districts.

Identified by p.m. groups.

Most were mentioned in 5 group reports; but perhaps copies of any professional development workshop outlines or curriculum available. Hate to "re-invent the wheel."

Statewide coordination/Data base.

1. Multicultural relations
2. Technical content training
3. Management Training

See priorities on sheets.

This was very encouraging

Plan another workshop for districts to share general staff development efforts as well as in specific areas such as: instructional competence, occupational competence, orientation of p/t and new staff, and new thrusts.

We need a statewide initiative to carry this on further.

Well explained already.

Listed by group.

Seminar on how to Manage a Training.Function - Managing the Training Staff Development Program.

Would like to know what other district's do for orientation for new employees.

8. **Other Comments:**

I appreciated the enthusiasm of Mark and Lorayne, their fine organization and preparation, and their commitment to the project. This is one of the finest projects the VTAE system and Stout could pursue. I hope it continues. Thanks to you both.

1. Excellent expenditure of time of a variety of staff.
2. Excellent way of finding out about contact persons from other districts.

Thank you for organizing this.

Looking forward to report, more of these meetings.

Excellent day

Thanks

I'm pretty new to staff development. This was a very informative experience.

Thanks for hard work.

I would have liked to have handouts from all of the districts. So much was offered, it was difficult to take notes.

Center for Vocational Technical and Adult Education
Group numbers based on the PRIMARY group for this analysis
Analysis on 21-Jun-90 at 11:33 AM. Data from file: STDEV0
Survey analysis of response to 3 questions, by 17 people

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Question: 1
==========

Group	Mean		Stand Dev		Number		Quartile			
	Omit	No Omit	Omit	No Omit	People	Checks	First	Median	Third	IQR
0	4.29	4.29	0.69	0.69	17	17	3.78	4.31	4.89	1.11

Omit	1	2	3	4	5	
0.00	0.00	0.00	0.12	0.47	0.41	People
0	0	0	2	8	7	

==========
Question: 2
==========

Group	Mean		Stand Dev		Number		Quartile			
	Omit	No Omit	Omit	No Omit	People	Checks	First	Median	Third	IQR
0	4.06	4.06	1.20	1.20	17	17	3.15	4.56	5.03	1.88

Omit	1	2	3	4	5	
0.00	0.06	0.00	0.29	0.12	0.53	People
0	1	0	5	2	9	

==========
Question: 3
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Group	Mean		Stand Dev		Number		Quartile			
	Omit	No Omit	Omit	No Omit	People	Checks	First	Median	Third	IQR
0	3.53	4.29	2.63	0.73	17	17	3.75	4.33	4.92	1.17

Omit	1	2	3	4	5	
0.18	0.00	0.00	0.12	0.35	0.35	People
3	0	0	2	6	6	